

# 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 12<sup>th</sup> May 2026 commencing at 7.30pm**

**Present:** Cllrs Scanlan, Cllr Freeman, Cllr Boardman, Cllr Burrridge, Cllr Hilton and Cllr Hudson, who attended the meeting as a Parish Councillor and District Councillor. The Clerk and 2 members of the public were also in attendance.

### **1. To elect a Chair and receive declaration of acceptance of office.**

Nominations were invited to elect a Chair for the coming year. Cllr Freeman proposed re-election of Cllr Scanlan, and this was unanimously agreed. Cllr Scanlan was duly elected Chair; he signed his acceptance of office which was countersigned by the Clerk. Cllr Burrridge proposed Cllr McDaniel be re-elected as vice Chair. Cllr McDaniel had previously informed the Clerk she would be happy to stand again but was not present at the meeting. The formal election of the Vice Chair will be moved to the June meeting.

### **2. To consider apologies and reasons for absence.**

Apologies were received from Cllr Andersson-Hewitt, Cllr Yaxley and Cllr McDaniel. County Cllr Kerrison had informed the Chair of his absence but advised he would attend the June meeting.

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

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

### **4. To approve minutes of the last meetings of 8<sup>th</sup> April 2025.**

The minutes of 14<sup>th</sup> April 2026 were ratified as a true record of the meeting and a hard copy signed by the Chair.

### **5. To review and appoint representatives to existing Committees/Sub-committees and consideration of new Committees.**

Council reviewed and ratified the decision to continue current committees, membership as follows;

Sports & Recreation Sub-committee Cllrs Burrridge, Scanlan, Hilton and Freeman

Planning Sub-committee Cllrs Burrridge, Hilton, McDaniel, Boardman, Scanlan, Yaxley, Freeman and Andersson-Hewitt

Data Protection Committee Cllrs McDaniel and Scanlan. Council ratified the Clerk will continue as the Data Protection Officer.

Semere Green Recreation Trust currently has a vacant position, none of the councillors present wished to volunteer; the Clerk will contact councillors not attending this meeting and enquire if a representative put forward by the Council should be a councillor or if this can be a parishioner from the village.

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

Council confirmed all current annually reviewed policies were carried out in February. The internal control statement was considered; Council confirmed the effectiveness of current systems of internal control and of the

internal audit. The Chairman and the Clerk signed the statement for YE 31/3/26 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 Council unanimously agreed the 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.

The bus shelter Invoice has been included in Mays Accounts - NCC Grant £3,350.40 (80%) CIL £837.60 (20%) £837.60 VAT, which will be reclaimed.

The replacement SAM, ordered in March has not yet been received.

Correspondence was acknowledged from East Pye Solar, details will be provided in the parish report on how individuals may apply to comment.

The 3 new noticeboards have been erected in the village, receiving positive feedback. Keys to access will be chained to the noticeboards and a spare will be kept by either the Chair or Clerk. The Men's Shed have asked if the noticeboard at South Green will be replaced. ACTION the clerk will contact the Village Charity as this noticeboard is on their land and advise they are happy if the Men's Shed wish to upgrade this board.

The Men's Shed currently have the broken picnic bench from the playground to repair. Council confirmed they are happy for the Men's Shed to keep the repaired bench for use at South Green.

The missing bollard in the village centre has been reported, and highways have confirmed a replacement has been scheduled. ACTION the Clerk will suggest a general inspection is made as several of the bollards are beginning to rot. The missing cycle sign has also been reported and acknowledged by highways, the Clerk has now advised them of the current location of the sign. All dirty directional signs, that are the responsibility of NCC, can be reported via the portal, but there is currently a backlog and delay to clean.

Notice has been given on one of the allotment plots ACTION the Clerk will include details of this vacancy in the parish report as well as via council's usual advertising/media platforms.

**11. Chairs Report.**

The Chair confirmed that following the election on the 7<sup>th</sup> May, he has communicated with County Cllr Joe Kerrison. The County Cllr is unable to attend tonight's meeting as he is currently completing an induction week. He has confirmed attendance for the June meeting.

Several of the reported potholes have now been attended to by NCC.

The Mens Shed are expected to instal the bench near the new bus shelter within the coming week.

Gardeners Question Time took place in Pulham, and this episode can be heard on BBC radio sounds <https://www.bbc.co.uk/sounds/play/m002vxdl>

Any reports of village maintenance required, can be report to the Council, who will be able to address or advise ownership and who to contact.

## 12. To receive County and District Councillors Reports.

District Councillor Hudson provided a report (copy attached). Providing details on current grant/funding available from the District Council. Cllr Hudson confirmed he will be considering assisting Pennoyer's to replace their sound system with his members fund this year.

Information and a map were provided confirming details the major shake-up of local government. Cllr Hudson's report also provides lists of which authorities are responsible for services provided. He is happy to be contacted with regards to any of the services provided by South Norfolk District Council.

## 13. Public Forum.

One member of the public attended to observe. Nicolas Navarro Allen, the Armed Force Champion also attended. Nick lives in the village, he has been a cadet and is currently in the process of joining the reserves. He currently works at Sizewell, part of the land management/wildlife reserve team. Cllr Scanlan told Council how Nick is part of the volunteer team at the Youth Club and he will be working with him to organise an Armistice event this year.

## 14. Items for discussion and ratification

### • Current Planning Applications

2025/2515 Listed building consent Post Office Stores – placing compressor to rear of the property **Support submitted 15/9/25**

2025/3564 Grid reference 622280 288264 North Green Farm – Installation of 32 solar panels on headland of agricultural field to be fitted in ground mount frames. **Support submitted by 12/1/26**

2026/0081 Listed Building Grid Ref 621713 283804 Garlic Farm. To investigate chimney stack and works to remediate existing damage. Replacement of some window of single glazing with vacuum glazing. **Support submitted 9/2/26**

2026/0510 Ivy House Farm North Green Road Pulham St Mary - Notification for Prior Approval for change of use of agricultural building to two

2026/0472 Variation of condition 2 of permission 2023/1811 Erection of agricultural building. Ashmere Bush Green, PSM. Application to remove variation of condition (S73/S19) **Support Submitted**

### New Applications

2026/500 Listed planning consent The Old Maltsters Arms Cottage **Support submitted 28/4/26 Approved with conditions 7/5/26**

2026/0777 Listed building consent Garlic Farm **Support submitted 28/4/26**

2026/0838 Crossingford Farm **Approval of condition 3**

2025/2994 Reserved matters 2022/1353 Proposed development of 2 properties South of Norwich Road. Support submitted for environmental report **Amendment received – Council considered amendment to parking and addition of turning point; no objections were raised and support will be submitted**

### • To ratify PSM Action Plan for 2026/27.

Council confirmed consideration of the Action Plan and ratified approval. ACTION the Clerk will add copy to the website

### • To consider a village gateway project

Council noted access to the village from Pulham Market could benefit from aesthetic improvements. A village gateway project could potentially be funded by Parish Partnership funding, with match funding from CIL funds held by the Council. Council agreed ACTION the Clerk should communicate with G Overland on cost and viability of this project, ahead of receiving notice of this year's Parish Partnership scheme.

### • To consider representation at the Help Hub van event, at Pennoyer's 11/6/26.

Cllr Hudson advised he would attend, as District Councillor.

### • To ratify replacement of street light lantern outside no 11 Chestnut Road.

The Clerk advised she had authorised replacement at a cost of £350.00 +vat, under her delegated powers, as the lamp was reported as dim, and replacement confirmed by TT Jones Electricals Ltd. Council ratified this action.

- **To consider procurement of streetlight electric supply.**

The Clerk advised that the current contract expires 30/9/26. Because of industry wide regulatory changes, the supply has now moved to half hourly and she has procured the new ums certificate. SSE have confirmed an increase from 17.85 standing charge p/day and 31.79 per kwh to 151.22 per day and 29.98 per kwh to renew for a 12-month contract.

The Clerk has contacted 4 suppliers listed as providing HH unmetered supply; 2 have declined to quoted and the others have not responded. She has communicated with Green Energy Advice Bureau, a third-party ergy consultant who can source available suppliers. Payment for their service will be included in the quotes procured and paid by the supplier. The Council are not committed until they move forward with a quote procured. Council approved permission for the clerk to engage Green Energy to carry out this service.

- **To ratify parish council insurance.**

Council ratified £1,027.26 Insurance payment to Clear Councils; this is year 3 of a 3-year agreement. The Clerk advised she has spoken to the brokers with regards to the pavilion upgrade. Clear Council Insurance will require several weeks' notice to present details to the underwriters for consideration. Council instructed ACTION The Clerk to communicate this information to the Parish Charities, as landowners, who will then confirm details with the Men's Shed.

## 15. Accounts

**The Clerk confirmed Standing Order arrangements, currently BT, SSE, Wave, ICO, Ulric Ltd, EON until contract end in May 2026 and then Octopus from May 2026.**

**Council considered the Internal Audit Report for 2025/26 provided by the internal auditor TN and noted responses to recommendations: -**

1 – IA noted there was no p60 for 25/26 – this document was provided in the internal audit folder and the Clerk sent duplicate electronic copy.

2 – IA noted there is no evidence that PSM plan to move to gov.uk website or emails – The Clerk Confirmed with NALC that Council are compliant as they have an .Org.UK email account on the Council owned domain and this is hosted on a GDPR compliant server. The IA has noted the response and reflected the IA report to show Council are compliant.

3 – IA noted there is no list of councillors on the website or their responsibilities – The Clerk forwarded the link to this information <https://www.pulhamstmarypc.org.uk/about/parish-councillors/> as evidence.

4 – IA noted the internal audit needs to be reviewed at the same time as the AGAR – please itemise actions needed from the audit report – The Clerk provided minutes or the meeting of 13/5/25 as evidence that actions needed were listed last year at the same time that the IA report and AGAR were reviewed.

ACTION The Clerk will make these actions clearer and ensure they are numbered, going forward.

5 – IA noted a requirement to appoint a Data Protection Officer – please make sure this is in the minutes – The Clerk was appointed the Data Protection Officer and included on the minutes of 8/5/2018.

ACTION this will be reaffirmed annually at the APCM and included in the minutes.

**Council confirmed the effectiveness of current systems of internal control and of the internal audit. The Chairman and the Clerk signed the statement for YE 31/3/26 and a copy will be available on the parish website.**

**Council considered and approved the Governance Statement for 2025/26 (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 2025/26 (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 2026 to 14<sup>th</sup> July 2026

Cllr Hilton approved the bank reconciliation to 30<sup>th</sup> April 26. Council received the accounts for May, the balance after presentation of the following receipts and payments will be £86,632.30

#### Income

ACCOUNTS : MONTH :May		
INCOME:	Amount	Description
SNC	£13,625.00	1st Precept payment
VAT	£2,454.12	VAT Reimbursement
Mens Shed	£304.53	Mens Shed - Reimburse Sth Green Exp
<b>TOTAL INCOME</b>	<b>£16,383.65</b>	

#### Expenditure

EXPENDITURE:	Gross	VAT	Net	Description
BT	44.08	7.34	36.74	Phone/BB Package 23/5/26
Pennoyers	50.00	-	50.00	Room Hire April
CTS	200.35	33.39	166.96	Notice board materials
PH Newby	720.00	120.00	600.00	Hedgecutting
Tina Newby	130.00	-	130.00	Internal Audit
Westcotec	5,025.60	837.60	4,188.00	Bus Shelter
NALC	259.86	-	259.86	Subscription
L Shulver	659.75	-	659.75	Salary
L Shulver	25.60	-	25.60	WFH and Mileage
L Shulver	84.99	14.16	70.83	Reimburse Micro 365 subscription
L Shulver	23.90	-	23.90	Reimburse Octopus POA
ICO	47.00	-	47.00	Data Protection Fee
Eon	11.26	0.54	10.72	Pavillion Supply
<b>TOTAL EXPENDITURE</b>	<b>£7,282.39</b>	<b>£1,013.03</b>	<b>£6,269.36</b>	<b>£7,282.39</b>

Additional payments for £1,027.26 to Clear Insurance Mgt Ltd, £630.00 to P Pearce, for notice board materials and £24.80 to CTS, for post mix. These will be included in June Accounts

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

## 16. To receive other reports.

### Flood Mitigation

A meeting took on 8<sup>th</sup> May 2026 at Pennoyers. Works continues to be funds pending.

### The Mens Shed

Pulham MS has new members from Dickleburgh MS, which is closing. Along with procurement of machinery.

### YEP

Cllr Scanlan reported on current numbers attending both groups. A new volunteer, who is working towards her DofE Award, has joined the current 14/15 team. During the summer some of the meetings will again be held at PM sports field in Mill Lane. There are currently not sufficient facilities as PSM recreation ground to use this area, but as improvements are made it is possible this area could be used too. Funding remains a priority and for the coming year there are plans to have stalls at local events/fetes.

### Sports and Recreation Committee.

Additional matting work remains outstanding at the playground and concerns were again raised on the muddy area in front of the large gate.

### Tree and Footpath Wardens.

No further report from the tree warden

The footpath warden has checked concerns raised on FP13, there is a route accessible around the area breached by crops and the path will be reinstated following harvest.

### SAM

No further report

To next meeting will be on 9<sup>th</sup> June, to be held at the Pennoyer Centre, commencing 7.30pm

**Meeting Closed at 9.10**

Signed .....

Date.....

South Norfolk Council plan is focused so every Community Group Parish/Town Council has opportunities to invest in infrastructure whilst protecting and enhancing our environment and projects that help everyone enjoy our open spaces, public realms and lead healthy and active lifestyles.

My report below explains how we will be doing that as part of a whole plan to make South Norfolk one of the best places to live, work and enjoy in the country.

**Council announces record-breaking £1 million investment in community projects**

<https://www.southnorfolkandbroadland.gov.uk/news/council-announces-record-breaking-1-million-investment-in-community-projects>

**Doubling the Community Action Fund (CAF)**

Our Community Action Fund has a £500k budget this year and provides one-off capital grants to community groups to build capacity within communities so that groups are enabled to be self- sustaining without ongoing practical and financial support from the Council / stimulate local economic growth and/or facilitate creative partnership approaches to helping people in need at the earliest opportunity.

Funding applications for the Community Action Fund will opened on 1st April 2026. The deadline for submission of applications is **16th August 2026**.

There will be many community initiatives which will require larger amounts of funding. The Community Action Fund (CAF) is provided to support and fund these initiatives.

For the 2026/2027 round of CAF, local District Councillors are responsible for considering and proposing applications between £1,000 and £40,000 from the CAF fund.

More details here <https://www.southnorfolkandbroadland.gov.uk/community-safety/community/funding/community-action-fund> as well as details on how to apply

**Community Facilities Grant (CFG)**

New for 26/27 is the Community Facilities Grant (CFG), the Community Facilities Grant (CFG) is provided to support and fund capital improvements to a community facility/building. These could be major refurbishments, adding solar panels, moving heat pumps etc.

Funding applications for the Community Facilities Grant will open on 1 April 2026. The deadline for submission of applications is 16 August 2026.

Local District Councillors are responsible for considering and proposing applications between £1,000 and £40,000 from the CFG fund.

More details here <https://www.southnorfolkandbroadland.gov.uk/community-safety/community/funding/community-facilities-grant> as well as details on how to apply

### **Go For It Grant**

If you are passionate about an activity, project or interest, then we want to hear from you. There is up to £300 waiting to help you get your idea up and running in your local community.

Applications will be considered for projects that:

- encourage residents to come together in positive and supportive ways
- inspire people to get active, participate and fulfil their potential
- promote and support health and well-being in the community
- provide innovative activities that respond to local needs

What can a Go For It Grant be spent on? Grant money can be spent on anything you need to get your idea off the ground. This could include equipment purchase/hire, venue hire, promotional materials and transport. You will need to research the costs of your project accurately to apply.

More details here <https://www.southnorfolkandbroadland.gov.uk/community-safety/community/funding/go-grant> as well as details on how to apply

### **Member grants (doubled to £2k for 26/27)**

Our popular scheme of ward member grants provides £92,000 to be spent on micro projects across the district. Each Councillor has £2000 to award to schemes with minimal paperwork and instant payment to support play groups, community cafes and other small scale activities that make a big impact.

More details here <https://www.southnorfolkandbroadland.gov.uk/community-safety/community/funding/south-norfolk-members-ward-funding> as well as details on how to apply

You can see what projects members have supported here [https://forms.southnorfolkandbroadland.gov.uk/pub/MembersSpend.ofml?Prepopulate=True&Url\\_theme=SNC](https://forms.southnorfolkandbroadland.gov.uk/pub/MembersSpend.ofml?Prepopulate=True&Url_theme=SNC)

### **Council Tax 2026/2027**

All South Norfolk members were involved and agreed (unanimously) in setting the budget, that saw Council Tax rise by £5 a year to £180 from 1st April 2026. That is a rise of less than 10pence a week.

More details on the budget

<https://www.southnorfolkandbroadland.gov.uk/news/south-norfolk-council-has-agreed-a-robust-budget-for-the-coming-year>

<https://www.southnorfolkandbroadland.gov.uk/council-tax>

### **Government confirms major shake-up for Norfolk**

A major shake-up of local government has been confirmed by ministers which will see all Norfolk councils scrapped and replaced by three authorities. The seven district councils and one county council will be abolished under government plans, but what would replace them had been hotly contested.

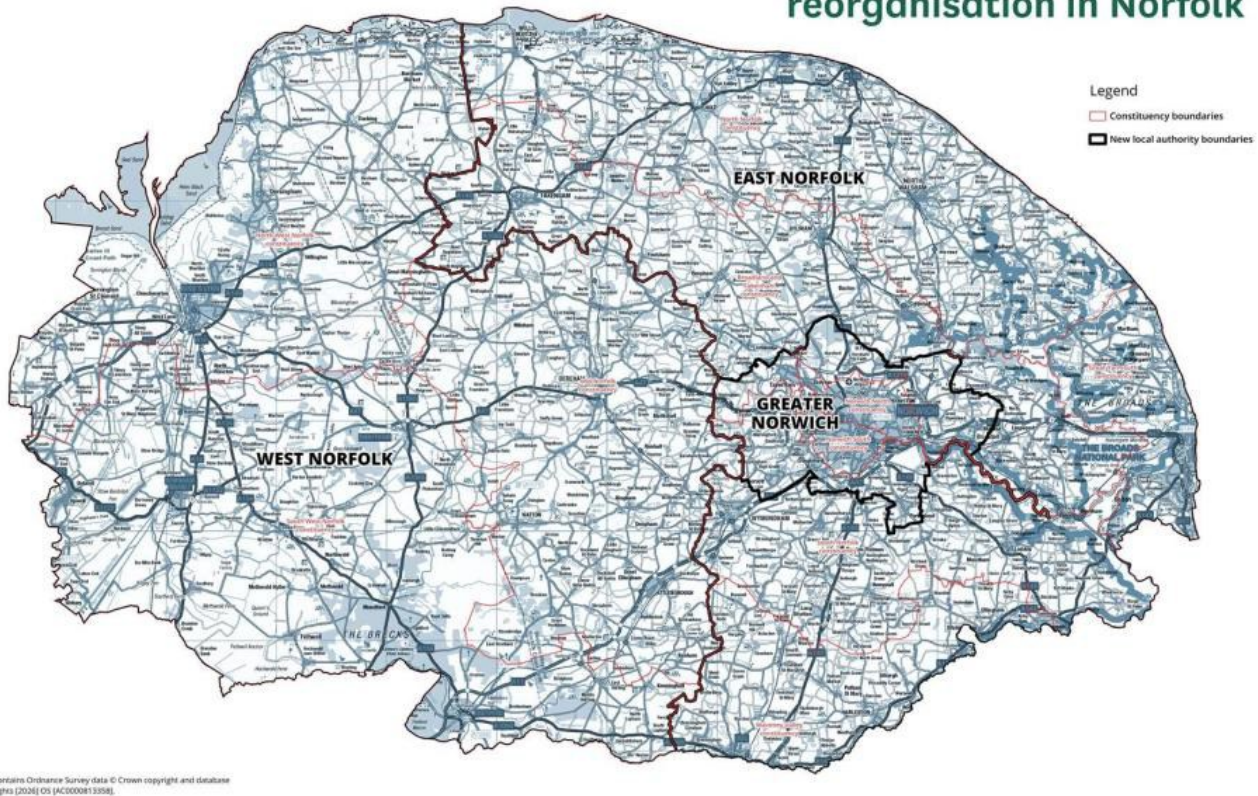
What will the new council areas be?

East Norfolk Council will consist of the existing Great Yarmouth and North Norfolk councils, along with parts of Broadland and South Norfolk.

West Norfolk Council will be made up of the current Breckland and King's Lynn and West Norfolk councils, along with parts of South Norfolk.

Greater Norwich Council will expand the existing city authority by adding some sections of Broadland and South Norfolk.

## Local government reorganisation in Norfolk



When will things change? Elections for the authorities will take place in May 2027, with the new councils formally taking over responsibilities a year later.

I thought it might be useful to understand what the current authorities do (i.e. services provided) at least for the next 12 months



**Contact Information:**  
 0344 800 8020  
 Contact us form on website  
[www.norfolk.gov.uk](http://www.norfolk.gov.uk)

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Adult Education	Blue Badges
Business Advice	Buses
Children's Services	Community Care
Drainage and Flooding	Highways & Roads
Hedges and Trees	Libraries
Local History/ Archive	Pot holes
Public rights of way	Registration Services
Street Lighting	Trading Standards
Travel and transport	Weeds, Grass & Verges



**Contact Information:**  
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Advice and Benefits	Alcohol and licencing
Car Parks	Council Tax
Dog issues	Electoral Services
Environmental Services	Flooding advice
Fly tipping and littering	Housing
Noise	Nuisance complaints
Parking (inconsiderate)	Planning and Building
Smells	Street Cleaning
Waste and recycling	

Talking about the elections (7th May 2026) maybe I should briefly talk about the result, I want to say a big thank you to the 925 electors who put a X, Tick, or mark against my name. As an independent I polled strongly campaigning positively on local issues. I warmly congratulated Joe Kerrison on his election to Norfolk County Council last Friday, I look forward to working with him in my existing South Norfolk Council role at my various parish councils over the coming months. I talked with Joe at length at the count, he is young, keen, lives & works in Harleston and I will hope bring fresh and imaginative ideas to how will continue to make East Depwade & the wider Waveney Valley a great place to live, work & enjoy as well as contributing to the wider debate on how local government needs to adapt/change.

Ultimately, I wasn't successful on this occasion, however in my world (primarily as an engineer) if you don't experience failure you're not exploring/inventing/evolving enough. Sometimes you need to fail to learn. I am bottling that thought for another day/election!

And finally, please feel free to contact me (details below) if you have any questions or queries related to South Norfolk Council and the services it provides the community. Be it missed bin collections, flooding advise, anti-social behaviour, street cleaning or fly tipping! (to name a few)

Best Wishes

Clayton  
**Clayton Hudson**  
**Local Member for Beck Vale, Dickleburgh & Scole**  
**South Norfolk Council**  
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 Linktree: <https://linktr.ee/claytonhudson>  
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