



PULHAM MARKET PARISH COUNCIL

Mrs W Alcock email clerk@pulhammarketparishcouncil.gov.uk Tel: 07352 165326

Draft Minutes of Pulham Market Parish Council meeting held at Pulham Market Memorial Hall. Monday 12th January 2026, at 7.00pm

Present: Cllr S Hewitt (SH), Cllr M Alexander (MA), Cllr Schwier (AS), Cllr Ann Ford (AF), Cllr Tony Wickins (TW), Cllr A Mutimer (AM), Cllr S Pietrzak (SP), Cllr D Holland (DH)

Parish Clerk Mrs W Alcock
Cllr Martin Wilby
Members of the public – 0

1. To consider accepting apologies for absence

None received from the Parish Council.

Cllr Delme Thomas gave apologies.

2. To receive any declarations of personal or prejudicial interest from members on any item to be discussed and consider any dispensations.

None received.

3. To approve and sign the Minutes of the last meeting held on 8th December 2025.

Matters arising from the minutes of the meeting.

10(a) | 2025/3444 - Homestead planning application Cllr MA stated the that the front door which had been proposed in the application was of a different design ie had glass in it whereas the current door is solid this should have been included in the comment to Planning

11(iv) – It was noted that Staffing Working Committee had not agreed to meet w/c 5th January.

2025-26/109 - Council agreed that the minutes were an accurate record of the meeting held on the 8th December. Cllr SH duly signed a hard copy of the minutes.

4. To receive a report from the Chair.

Chair gave an overview of his report which is available in full in **Appendix A**

SH asked if MW could raise the issue of the constantly flashing speed sign on Tattlepot Road. This has previously been reported on several occasions. MW agreed to take the issue back to County officers.

5. To receive reports on matters of interest to the parish from District and County Councillors

County Cllr Martin Wilby's gave a summary of his report which is available in full in **Appendix B**

Cllr Delme Thompson was unable to attend but had sent his report which is available in **Appendix C**.

6. **Parishioner public forum** – when-ever possible, please advise the Clerk in advance of the meeting if you will be raising any points.

No members of the public were present.

7. To consider correspondence from parishioner/s if any received.

I. Thank you from resident regarding footpath clearance – noted

8. The Clerk (and Councillors where necessary) to provide an update on the matters arising from the minutes of the last meeting and provide any other information on actions that had been undertaken since the last meeting.

The Clerk referred to her report previously circulated to Councillors and took questions.

The Clerk highlighted that there was still a need for a comprehensive list of all trees that the Council is responsible for, this item will be picked up in agenda item 11Xi.

Action: Clerk to resend the requirements from the insurers regarding tree management and also the template for the tree survey.

The new email address and website are now live. Requested assistance in reviewing the content of the website for accuracy. Particularly with the Clubs, Businesses and Heritage pages. Cllr AS agreed to kindly review the content.

Council to note that the Clerk will be on leave 16th – 20th February.

9. To receive report on SAM data and report from the Community Speedwatch Group.

The data had not been received in time to produce the report for the meeting. This will be circulated later and uploaded to the website.

I. Consider the format of the SAM data monitoring report.

2025-26/110 - The format of the reports was discussed, and it was agreed that future reports will include the map showing the map where the SAM was located, and the bar chart with the total vehicles counted and their speeds for the monitoring period. All data received is held for reference.

II. To consider the future of the Pulham Market Community Speedwatch Group.

The Clerk reported that she had only heard back from one of the current Community Speedwatch members. Who confirmed that no monitoring had taken place as there weren't sufficient members to deliver sessions.

2025-26/111 - It was agreed to return the monitoring equipment to Norfolk Police and should additional members be recruited the group would be resurrected by the Community Speedwatch members independently of the Parish Council.

10. Planning

a) **Planning application for consideration**

None received at time of drafting agenda.



b) The planning decisions as received were noted by Council.

- I. 2025/2081 – 8 Rectory Terrace, Harleston Road, Pulham Market – Oak framed open porch, new garden room to rear, new cartshed/store to front of property, erection of summer house – Approval with conditions.
- II. 2025/2082 – 8 Rectory Terrace, Harleston Road, Pulham Market – Listed building consent - Oak framed open porch, new garden room to rear, new cartshed/store to front of property, erection of summer house – Approval with conditions.
- III. 2025/3022 & 3023 – Falkland House, Colegate End Road, Pulham Market – Householder/Listed building consent – Side extension, replacement porch, new en-suites and replacement windows – Approval with conditions.

11. Finance & Governance

- I. Council noted the bank reconciliation to the 31st December 2025 See Appendix D.
- II. Council noted receipts since the last meeting
- III. Council to approve payments since the last meeting.

2025-26/112 - The payments as presented for this meeting were approved.

See Appendix E.

Action: The Clerk was asked to include the invoices relating to the payment in the meeting pack in the future.

- IV. Council noted the budget monitoring report to 31st December 2025
- V. To approve appointment of the internal auditor for 2025/26 audit.

2025-26/113 – Council appointed Tina Newby as the internal auditor for the 2025/26 audit. Clerk instructed to issue a letter of appointment. Subject to digital provisions.

- VI. To review the current working groups and their membership and terms of reference.

The Clerk referred to the previously circulated report of working groups and membership as currently listed on the website. The Council discussed those groups which were still active.

2025-26/114 – Cllr SH proposed to bring back to review required groups and membership at the annual meeting in May.

- VII To agree two Councillors to authorise payments for the next month.

2025-26/115 – Cllr SH and Cllr DH to authorise the payments for the next month.

- VII. Carried forward from the last meeting. Consider adoption of the Persistent or Vexatious Policy as presented.

2025-26/116 – It was proposed by and Council agreed not to adopt a vexatious policy at the current time.

- VIII. Carried forward from the last meeting. Consider adoption of the Tree management policy.

2025-26/117 – Council agreed to defer the adoption of the Tree Management Policy until the tree survey was completed.

- a) Discuss and agreed the requirements for the recording of trees for which the Council is responsible for to allow a tree survey to take place.

Cllr SH agreed to obtain a map and asked for volunteers to assist in capturing the trees the Council were responsible for maintaining. The Clerk agreed to re-circulate the survey previously issued to record the data.

2025-26/118 – The tree survey to be completed and brought back to the February meeting to approve along with the Tree Management Policy.

12. Playing Field

- I. Consider and approve the Wayleave agreement from UKPN for works to the playing field.

Cllr SH and TW outlined the meeting held with the UKPN representative.

2025-26/118 – It was agreed to accept the plans and sign the Wayleave agreement to allow the work to proceed when necessary. Subject to the amendment of the registered address to Pulham Market Memorial Hall.

13. Burial Ground

- a) Consider next steps for completion of ground works and hedge trimming to burial grounds and additional costs.

Cllr AM presented his findings regarding grants for planting a new substantial hedge. Grants are available for new hedge planting but not available until the new financial year with planting taking place from September onwards.

Professional advice is required on the existing hedging before a decision is made on the future of the hedgerow.

Action: AF to contact previous adviser on hedging.

15. Other Considerations

- a) Carried forward from last meeting. Survey to parishioners on how Council facilities are used.

The Clerk advised that the new website was able to have a survey embedded for residents to complete.

It was felt that careful consideration should be given to the questions asked.

2025-26/119 - Agreed to review this option later in the year, perhaps before budget setting for 2027/28 in order to set priorities for spending.

- b) To consider the Christmas tree light-up event date for the 30th November 2026.

2025-26/120 – It was agreed to set the tree lighting event for the 30th November. Clerk to inform PMMH committee in order to book the main hall.

- c) To consider details for inclusion in the Parish Diary and Parish Magazine.

- New email address and new website
- Dog fouling around the village.
- Remove Christmas wreaths from the burial ground by the end of march.
- Congratulated Pulham Players on a successful pantomime.

d) The Clerk to provide and receive items for the next agenda.

- Tree survey
- Burial Ground Regulations.
- Memorial Hall grants

16. Correspondence

I. South Norfolk Council – Consultation from the Licencing Team. – Noted.

17. Date and time of the next meeting is 9th February 2026 at 07:00 pm.

18.

19. The meeting closed at 21:00

Signed by Chair

A handwritten signature in black ink, appearing to read 'S Hewitt', written over a horizontal dashed line.

S Hewitt

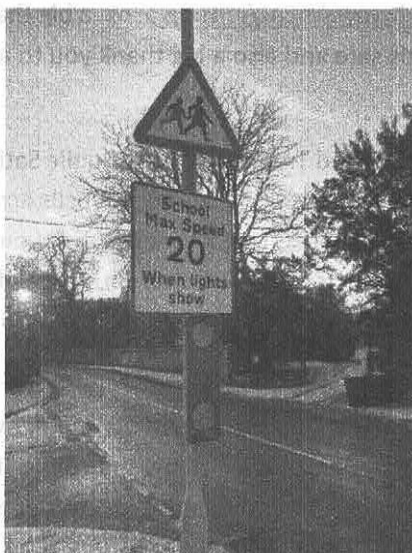
Date: 9th February 2026

Chairman's Report to Pulham Market Parish Council 12th January 2026 - Cllr Martin Wilby

Since the last meeting:

Thank you Wendy for getting the new email addresses made available and the gov.uk address for the website.

At long last the street light in Springfield Walk is now operating as normal. However, the school warning lights on the corner of the Green and the 30mph warning sign on Tattlepot Road are still in need of attention! I have reported both at least twice if not three times through the NCC website. I will report them again today.



The bottle bank is full to overflowing – I reported this before and after Christmas. I spoke to them again this morning and it should be emptied this week. I put a notice there before New Year asking parishioners not to leave loose bottles.



Steve Hewitt
PM PC Chairman
12th January 2026

Best Wishes

Martin

Martin Wilby

Appendix B

CLlr Martin Wilby – Norfolk County Council

Norfolk County Council's winter gritting is well underway, with gritters active on A/B roads, key bus routes and village access roads, using new tech for efficiency. The first runs of the recent winter season (late 2025/early 2026) started as temperatures dropped, utilizing the 58-strong fleet with automated salting to cover 2,200 miles of routes, supported by stocked salt barns and public grit bins. Updates are posted on their social media using #NorfolkWinter, with a dedicated website for info, and recent campaigns even involved naming the gritters. Residents can also check this year's gritting routes using the online map on the council's website www.norfolk.gov.uk/highways/maps/gritting.aspx a big thank you to all of the volunteers that use the grit bins to help keep our footpaths and roads safe and also a big thank you to all of the farmers that are on standby to help keep the roads clear and safe.

NCC has once again demonstrated strong performance in the National Highway's and Transport (NHT) Public Satisfaction Survey, taking the top spot in the Eastern Region for overall satisfaction and second out of 29 county councils across England. Norfolk achieved an overall score well above the national average. This marks the 15th consecutive year Norfolk has participated in the survey and the 7th year in a row that we have come either first or second overall. Some of the highlights were 'local bus services' where we were 10% above the average, Ease of access to School and condition of highways being 8% above the average.

NCC has welcomed two major funding announcements from government, providing long-term certainty for highways maintenance and bus services for the first time in many years. The multi-year settlements will allow the council to plan with confidence and deliver programmes of work that join up different funding streams to maximise for residents and businesses. The council has received confirmation of its highway's maintenance funding allocations through to 2029/30. Funding will rise from £56 million in 2025/26 to over £83 million by 2029/30 – a £27 million increase over the period. Norfolk's future bus grant allocations have also been confirmed, covering both revenue (for services) and capital (for schemes) funding through to 2029/30. Annual funding for bus services across Norfolk will now exceed £15 million.

Two new state-of-the-art specialist vehicles have been delivered into Norfolk, leading the way in technology and ability across the fire and rescue sector in the UK. The water and foam carriers can hold and pump 13,500L of water, 1,500L of foam concentrate, making them among the largest and most capable vehicles with specialist equipment to enhance firefighting operations. Built by Emergency One in Scotland, the cost of the two water carriers is £850,000 and replace two ageing and smaller carriers which are 23 and 24 years old.

NCC has supported the introduction of Tap on, Tap off across all First and Konnect busses in Norfolk, making it quicker and easier for passengers to board the bus and pay for their journey. The new payment technology allows passengers to simply tap a contactless card or mobile device when getting on and off the bus, with fares automatically capped so customers always pay the best price for their travel. Tap on Tap off is now live on First and Konnect services, with all other bus operators in Norfolk expected to follow in 2026. This comes alongside the Government's £3 single fare cap, now extended until March 2027 helping keep bus travel affordable for residents.

Best Wishes

Martin



Appendix C

Cllr Delme Thompson: Parish Update January 2026. Pulham Market

Community Events My thanks and congratulations to all who organised and attended events across the parish over the Christmas period, and I look forward to joining the Horticultural Society for the celebratory dinner on Friday!

Town and Parish Forum I have attached the slides and meeting notes from the Town & Parish Council Forum on the 9th December. Unfortunately, the team were unable to record the meeting due to technical difficulties. The next forum will be held in February, and details will be circulated in the near future.

SNC Budget Consultation

The consultation for the 2026/7 budget is now open.

I encourage all councillors to share your views via the consultation form, here: [South Norfolk Council - Budget Consultation 2026/27](#) | Broadland and South Norfolk

With significant reductions in central government funding in 2026/27 and future settlements, a *future* funding gap is likely.

Council Tax.

South Norfolk Council receives only 7.5% of council tax. (See below)

A £1 increase contributes around £54,000 to the budget, and the Council is limited to a £5 or 3% annual increase. At this time, due to considerable reductions in funding from central government, a £5 rise in council tax seems likely.

Where does your Council Tax go? For 2025/26, the average %

Band D Council Tax for South Norfolk residents is £2,367.89, of which South Norfolk Council's share is **£175.00**. The remainder is allocated to Norfolk County Council, the Police & Crime Commissioner, parishes, and special expenses. 24/25 Band D (£)

Norfolk County Council	1,755.63	74.1%
Police & Crime Commissioner	329.85	14.0%
South Norfolk Council	175.00	7.5%
Special Expenses	0.14	0.0%
Parishes (Average)	101.27	4.4%
Total Band D Council Tax	2,367.89	100.0%

Appendix D

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Pulham Market Parish Council					
Bank Reconciliation @ 31/12/2025					
Pulham Market Parish Council					
Financial Year Ending				31st March 2026	
Prepared by Wendy Alcock, Clerk and RFO				31/12/2025	

Balance per bank statement as at	31/12/2025	
Current Account	£	15,877.89
Instant Access Account	£	60,893.94
TOTAL	£	76,771.83
Plus unrepresented receipts	£	-
Less unrepresented payments	S Algar	£ 140.00
Net Balances @	31/12/2025	£ 76,631.83
Balance as per R & P Book		
Opening Balance 1st April 2025	£	65,593.26
Receipts	£	43,007.01
Payments	£	31,968.44
Closing Balance per R&P Book	£	76,631.83
General Reserve @	31/12/2025	£ 76,631.83
Balances on Earmarked reserves		
General reserves inc legal costs for PMMH registration	£	12,000.00
Tree Works	£	3,500.00
Playing Field	£	7,651.59
Car Park restoration	£	6,750.00
Pulham Market Memorial Hall	£	12,000.00
Fund held for community projects	£	170.65
SSE unmetered uninvoices electricity for street lights	£	289.24
Predicted committed budget to 31/3/2025	£	7,916.11
Total Earmarked Reserves @	31/12/2025	£ 50,277.59
Net General Reserve @	31/12/2025	£ 26,354.24

NB: General Reserve should be 50-100% of the annual precept.

[Handwritten signature]

Appendix E

Appendix D

Payments

Ref	Date	Payee	Suppliers VAT Number	Description	Payment	Gross	Net	VAT
092	13.01.26	W Alcock		Wages P10	BT	587.60	587.60	-
093	13.01.26	W Alcock		Clerk expenses - Non VAT	BT	38.82	38.82	
093	13.01.26	W Alcock		Clerk expenses - VAT	BT	5.00	4.17	0.83
094	13.01.26	HMRC		PAYE/NIC P10	BT	194.41	194.41	
095	13.01.26	Pulham Market Memorial Hall		Oct/Nov/Dec Hall hire	BT	76.50	76.50	