



PULHAM MARKET PARISH COUNCIL

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Draft Minutes of Pulham Market Parish Council meeting held at Pulham Market Memorial Hall. Monday 9th February 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 S Pietrzak(SP), Cllr D Holland (DH)

Parish Clerk Mrs W Alcock

Cllr Clayton Hudson arrived 07:30pm

Members of the public – 1

1. To consider accepting apologies for absence
Cllr Andrew Mutimer
Cllr Martin Wilby
Cllr Delme Thomas

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 12th January 2026.

2025-26/121 - Council agreed that the minutes were an accurate record of the meeting held on the 12th January. 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**

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

County Cllr Martin Wilby was not in attendance, his report which was submitted is available in full in **Appendix B**

District Cllr Delme Thomas was not in attendance, his report which was submitted is available in full in **Appendix C**

District Cllr Clayton Hudson arrived at 07:30pm

- SNC budget due to be approved at the next cabinet meeting.
- Spoke of the Community Action Fund which is expected to be increased in the new budget.
- Community awards have opened.
- Batteries in bin. Including those in toys which have been placed in general and recycling bins.
- Kerbside small electrical appliance collections will be trialed in SNC.

Cllr SH – asked about the number of planning agency workers at SNC. CH - National issue with planning officers which has resulted in many workers being provided by agency workers.

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Cllr SH asked about the housing cluster area – CH confirmed that the cluster remains the same.

Cllr DH – Verge leaving the village towards Harleston has been worn away.
This has been reported to the highway's authority. Cllr SH agreed to report again.

Cllr TW asked about the strength of mobile phone signals in the parish.
Is there any plan to add booster?

CH advised that Norfolk County Council commissioned an independent study where the mobile signal was tested around Norfolk to establish a true picture of mobile voice and data. This is available on the NCC website [at this link](#).

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

Cllr Hewitt introduced Richard Whomes who had expressed an interest in the vacancy on the Parish Council. RW gave an introduction to himself and his background.

7. To consider correspondence from parishioner/s if any received.
I. None received at time of drafting agenda
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 there were no questions from Council.

AS reported that she had started to review the Village tab content of the website. There are several groups and businesses which are no longer active but many which are. AS has made a request for contact updates from organisations.

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

SAM data was not received. The Clerk agreed to circulate the report when the data is available.

Cllr SH reported that the Speed Watch equipment has been collected.

Agenda item to only reflect SAM data.

10. Planning

a) Planning application for consideration

None received at time of drafting agenda.

b) Council noted the planning decisions received

- I. 2025/3538 – The Old Rectory The Green Pulham Market – Details for Conditions 3 and 4 of 2025/2151 - (3) Roof tiles, (4) Bat Boxes – Conditions approved.
- II. 2025/3444 – The Homestead, Barnes Road, Pulham Market – Replace existing deteriorated front and rear doors with similar style – Approval with conditions.
- III. 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.



Cllr MA reported that within the officers report it was noted that the decision noted that there would not be an impact on the Hempnall conservation area not Pulham Market.

Action: Clerk to follow this up with SNC Planning

11. Finance & Governance

- I. Council noted the bank reconciliation to the 31st January 2026. See **Appendix D**
- II. Council noted the receipts since the last meeting
- III. Council to approve payments since the last meeting.

2025-26/122 - The payments as presented for this meeting were approved with the exception of Vch 100 as Cllr AS was no longer able to attend the training session.

See Appendix E

- IV. Council noted the budget monitoring report to 31st December 2026
- V. To agree two Councillors to authorise payments for the next month.

2025-26/123 – Cllr AF and Cllr MA to authorise the payments for the next month.

- VI. To review and approve the following policies:-
 - a) Asset Management and Village Management Policy
 - b) Complaints Policy
 - c) Data Protection Privacy Notice
 - d) Data Protection Regulation Policy
 - e) Freedom of Information Policy and Publication Scheme
 - f) Health and Safety Policy
 - g) Financial Risk Policy
 - h) Risk Management Policy

2025-26/124 – Council raised several queries which will be sent to clerk for update and resubmission for approval at the March meeting.

- VII. Council noted the Gifts and Hospitality Register up to 31st December 2025

12. Village Walk about

Councillors who attended the walk about on the 2nd February to report back to Council with recommendations for moving forward with the tree survey for all trees the Council are responsible for.

Cllr SH gave feedback on the visual survey taken on the 2nd February.

The Clerk had checked with South Norfolk District Council; they no longer have a Conservation and Tree Officer. They suggested to contact the Tree Council's local Network Co-ordinators, for South Norfolk Henry Gowman.

Cllr SH proposed a working group to progress the project following the inspection. With the help of the South Norfolk Council tree officer or the Tree Warden for the South Norfolk area.

Clerk advised that the insurers had informed that the Council should have a survey completed by a registered arborist. Failure to do so could result in public liability insurance not being covered in the event of an incident.

To check if a tree has a preservation order use [this link](#).



2025-26/125 - Cllr MA proposed using the survey form to base a quotation for arborist and SP will contact the Tree Council for any advice which might be given. Council agreed unanimously.

Council have been successful in the application for trees from the Woodland Trust. Thank you to Cllr Mutimer for his work with the application.

13. Memorial Hall

- I. To consider awarding a grant to the Trustees of the Memorial Hall as a contribution towards replacing carpets and tables.

It was noted that SH, AF and TW were all Trustees for the Memorial Hall.

Cllr SH outlined the requirements for the Memorial Hall which the Council have a duty to maintain as owners of the building.

In his capacity as Trustee Cllr SH had obtained quotes to clean the carpets in the meeting room and entrance hall for cleaning. This had been given at £85. SH suggested that PMMH pay for this cleaning.

Options for how the replacement of the carpet in the lounge area and the tables could be funded. It was felt that the replacement of fixture, fittings and consumables was the responsibility for Trustees. The Council as owner would contribute to major building works from its earmarked reserves.

SH asked if the Parish Council could apply for a grant from the Community Action Fund and purchase the carpets and tables and then gift these to the Trustees to enable the VAT to be reclaimed. The Clerk advised that the Council could not reclaim the VAT back as on items that were not owned by them.

SH has asked if the cost of the carpet in the lounge area and tables could be funded by SNC grant. It was confirmed that this would be the best option.

2025-26/126 – Pulham Market Memorial Hall to be advised by representatives from the Council that PMMH can apply for a grant from SNC Community Action Fund or another in their own right.

- II. Update on the registration of the Memorial Hall with the Land Registry and ratification of the Statement of Truth (ST3 form) by Cllr Hewitt which is required as part of the submission.

2025-26/126 – Council ratified the Statement of Truth as signed by Cllr Hewitt to support the submission of the registration of the memorial hall to the Land Registry.

14. Burial Ground

Burial Ground regulations and associated policies to be approved following amendments by the Burial Ground Working Party.

Deferred to next meeting.

15. Other Considerations

- a) To consider the application for use of The Green and car park for Music Day on 28th June 26.

2025-26/127 – Council approved the application for use of The Green for Music Day on the 28th June 26.



Date approved in principle. Subject to start and finishing time being supplied and also clearing up straw spillage used for seating on the day the event finishes.

- b) Reminder of appointing a Chair at the May meeting. Cllr Hewitt has indicated that he does not wish to continue with the role of chair for 2026/27.

Council was minded to consider proposals for the next Chair of the Council at the May Annual Meeting.

- c) To consider the date for the parish meeting.

2025-26/128 - The date for the Annual Parish Meeting was agreed to be held on the 11th May before the Annual Council Meeting at 06:30pm.

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

- Batteries in bins.
- Congratulations to Horticultural Society 100 years in existence.
- Delme Thompson survey link to thefts from property in Pulham.
- Repeat dog poo message.

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

- Burial ground policies c/fwd.
- Grass cutting contract
- Policies review c/fwd.

16. Correspondence

- I. Norfolk County Council – risks of aging streetlights.

The correspondence was noted. **Action:** Clerk to contact our contractors

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

18. To close the meeting – 21:25

Signed by Chair

S Hewitt

Date: 9th March 2026

9/3/26

Appendix A

Chairman's Report to Pulham Market Parish Council 9th February 2026

Since the last meeting:

27th January – Team meet up with Roger Margand (Spire Solicitors), Wendy & Ann to discuss further information required by Land Registry regarding the registration of the Memorial Hall as owned by the Parish Council.

28th January – Visited Norfolk Record with my wife to look at early PC minutes and 1838 Tithe Map in relation to the land the Memorial stands on and any mention of the village pump (installed 1903).

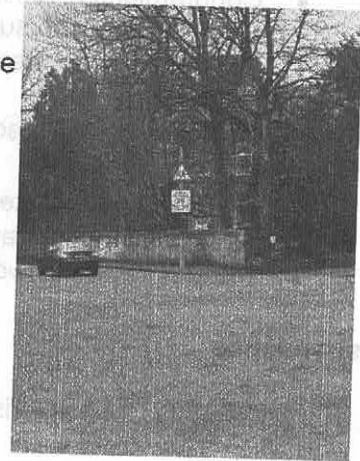
29th January – I attended Spire's Norwich office to sign the ST3 document that Roger had completed on our behalf giving further documentary evidence in support of the Parish Council's claim from 1983 to date.

2nd February – Thank you to all who attended the village walk round looking at the trees the Parish Council has responsibility for. A very useful start to this project.

9th February – The 20mph lights are still not working. I have further chased for an update since the last meeting and again this morning. The school has also reported the issue to norfolk.streetlighting@amey.co.uk



This morning NCC Highways were repairing the bad potholes at the corner of Mill Lane plus others in the village.



Steve Hewitt – PMPC Chairman – 9th February 2026

Appendix B

On 22nd January the Government announced that it had decided that this May's county council elections would not go ahead, so that the council can focus on local government reorganisation and devolution. This accompanies their decision to cancel the Mayoral Elections scheduled for May as well. The council agreed to delay the 2025 elections in order to secure the Government's devolution deal, based on the promise that a Mayor would be elected in 2026. That timetable was changed without warning in November 2025, delaying the Mayoral election until May 2028, despite the significant work already done to prepare. There will be a county council by-election in Diss and Roydon on Thursday May 7th due to Cllr Keith Kiddie standing down.

Norfolk County Council's ambitious Bus Service Improvement Plan has transformed public transport across the county, driving a 26% increase in passenger numbers since 2022 and making Norfolk a leading national example for sustainable travel. Some of the improvements include enhanced bus services on 44 routes including more evening and Sunday services, affordable fares, a Greener fleet with up to 100 zero-emission busses and improved passenger experience with real-time information and safer waiting areas.

Norfolk Fire and Rescue Service (NFRS) has rolled out 160 new Axon body-worn cameras across stations in Norfolk to help improve safety and decision-making at incidents. Cameras have been issued to all fire appliances and operational officers, as well as to protection and prevention teams fire investigation officers, the training school and Trading Standards officers. The Axon devices provide live streaming, location data and two-way communication, allowing footage to be shared in real time with control room staff during emergency incidents. This supports quicker, better-informed decisions, improves firefighter safety by identifying risks earlier and helps coordinate responses with partner agencies.

Research shows that children thrive best in family environments. More foster carers are needed to make family homes a reality for the five children a week who come into care in Norfolk. A new mini documentary has recently been launched that asks the questions people often have when first considering fostering. It follows writer, comedian and family man Adam Buxton as he visits two local authority foster families in Norfolk and Suffolk. Adam doesn't know anything about fostering or having children in care before he meets the foster carers. He finds out more over cups of tea, emptying the dishwasher, Top Trumps, a dog walk and a kick-about in the garden. The full documentary can be seen at www.fostereast.org.uk Residents are encouraged to consider fostering – to find out more visit www.norfolk.gov.uk/fostering

Best Wishes

Martin



Appendix C

Cllr Delme Thompson: Parish Update February 2026.

CAF: An additional round of CAF funding is now available with £150,000 on offer for grants up to £15,000. The application period closes on 22nd February and the panel will meet on the 24th March Community Action Fund | Broadland and South Norfolk

Planning

National Planning Policy Framework

Cornerstone Barristers recently published a summary of the Government's draft revisions to the NPPF, which were released in December. Consultation on the proposed changes runs until 10 March 2026. The summary is available to view at the link below, and I encourage all councillors to familiarise themselves with the key points raised. <https://cornerstonebarristers.com/unpacking-the-new-nppf-draft/>

Fraud Prevention.

Fraud affects thousands of people across Norfolk and leads to losses of over £16 million each year. The exploitative methods used by criminals to manipulate people are sophisticated and often target the most vulnerable in society, but anyone can be a victim of fraud.

The Norfolk Community Safety Partnership provides resource and support to the Norfolk Against Scams Partnership commitment to taking a stand against fraud. The partnership's ambition is to make Norfolk a scam free county. I would ask the council to share the link to these resources with Parishioners. > Visit our dedicated fraud webpage to find out more about what the partnership does to tackle fraud in our county

Neighbourhood Policing Survey

More than 600 people have already taken part in the Neighbourhood Policing Survey - it takes just five minutes and means parishioners can help shape the future of policing in our neighbourhood. Feedback will help inform how neighbourhood policing teams operate, ensuring they focus on the issues that matter most to the people they serve. Take the survey, here: [Neighbourhood Policing Survey | Norfolk Constabulary](#)

Appendix D

Pulham Market Parish Council Bank Reconciliation @ 31/01/2026

Pulham Market Parish Council		
Financial Year Ending		31st March 2026
Prepared by Wendy Alcock, Clerk and RFO		31/01/2026
Balance per bank statement as at	31/01/2026	
	Current Account	£ 14,983.70
	Instant Access Account	£ 60,893.94
	TOTAL	£ 75,877.64
Plus unrepresented receipts		£ -
Less unrepresented payments	S Algar	£ 140.00
Net Balances @	31/01/2026	<u>£ 75,737.64</u>
Balance as per R & P Book		
	Opening Balance 1st April 2025	£ 65,593.26
	Receipts	£ 43,097.01
	Payments	£ 32,952.63
	Closing Balance per R&P Book	<u>£ 75,737.64</u>
General Reserve @	31/01/2026	<u>£ 75,737.64</u>
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		£ 5,905.40
Total Earmarked Reserves @	31/01/2026	<u>£ 48,266.88</u>
Net General Reserve @	31/01/2026	<u>£ 27,470.76</u>

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

Appendix E

Payments

Ref	Date	Payee	Suppliers VAT Number	Description	Payment	Gross	Net	VAT
099	10.02.26	Norfolk Parish Training & Support	489779983	Seminar 10.3.26 - S Hewitt	BT	84.00	70.00	14.00
100	10.02.26	Norfolk Parish Training & Support	489779983	Seminar 10.3.26 - A Schwier	BT	84.00	70.00	14.00
101	10.02.26	W Alcock		Wages P11	BT	587.40	587.40	-
102	10.02.26	W Alcock		Clerks expenses - Non VAT	BT	32.58	32.58	-
103	10.02.26	HMRC	100126296	Clerks expenses - VAT	BT	5.00	4.17	0.83
104	10.02.26	NALC	249372187	PAYE/NIC P11	BT	194.61	194.61	-
				.gov.uk Domain name/website hosting	BT	95.21	79.34	15.87

Please note that Vch 100 was not approved as councillor was no longer able to attend the seminar.