



PULHAM MARKET PARISH COUNCIL

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

Minutes of the Annual Parish Council Meeting held at Pulham Market Memorial Hall. Monday 11th May 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), Cllr A Mutimer (AM)
Parish Clerk Mrs W Alcock

Members of the public – 4

1. Appointment of Chairman and receive declarations of acceptance of office.

The outgoing Chair Cllr SH asked for nominations for the position of Chair.

2026-27/013 – Cllr AS nominated Cllr SH who confirmed that he is happy to stand until the September meeting then he would stand down. The nomination was seconded by Cllr AF and unanimously agreed. An acceptance of office was duly signed by Cllr SH and countersigned by the Clerk.

2. To consider appointment of a Vice Chair

Cllr SH asked for nominations for Vice Chair.

2026-27/014 – Cllr AF nominated Cllr MA who advised that she would be happy to stand until the September meeting then she would stand down. The nomination was seconded by Cllr DH and unanimously agreed. An acceptance of office was duly signed by Cllr MA and countersigned by the Clerk.

3. To consider accepting apologies for absence

None received.

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

AF application for use of The Green

5. To approve and sign the Minutes of the last meeting held on 13th April 2026.

2026-27/015 - Council agreed that the minutes were an accurate record of the meeting held on the 13th April. Cllr SH duly signed a hard copy of the minutes.

Meeting closed for public participation.

6. Parishioner public forum

MOP – Raised concerns regarding cars being parked so close to the door of the Falcon Public House which he felt could cause an issue should the pub have to evacuate in an emergency.

Cllr SH asked if any other complaints have been received from other members of the public. The Clerk reported that no other complaints had been received.

MOP asked about the updated trust deed for the Memorial Hall. Cllr SH confirmed that once the Land Registration has been completed the new trust deed will need to be renewed.

Public forum having been completed the meeting was re-opened.

7. To consider correspondence from parishioner/s

a. Rose bed beside the village sign

Council would like to thank Sue and Steve Hewitt and Viki Hooper for making the rose bed look lovely.

Action: Clerk to write to Mr David Gittings of Wharton Roses in Pulham St Mary thanking him for the advice on the best type of rose for the rose bed and for his company's donation of three rose plants.

b. Complaint regarding The Green being used for ball games.

Council considered the complaint.

Action: Cllr SH offered to speak to the complainant.

MOP – The Green – added that designated village greens are for the enjoyment and recreation of all.

8. To receive report from the Chair.

The Chair Cllr SH gave a summary of his report which is available in full in **Appendix A**.

Cllr SH shared the map of the grass cutting areas for the parish.

Cllr SH will draft a specification for the renewal of the grass cutting contract for approval at the June meeting.

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

District Councillor Clayton Hudson **report in Appendix B**

District Councillor Delme Thompson **report in Appendix C**

10. Village Car Park

A discussion ensued regarding the car park and Cllr MA made comment on the following:-

a. Overview

It would appear that inaccuracies have been made on social media regarding the reason for the removal of the benches at the Falcon. She advised that the removal of the benches was ordered by SNC licencing team and not the Parish Council. All in agreement.

b. Ongoing maintenance of the car park

Cllr MA confirmed that a budget is held for maintenance of the car park.

The Parish Council carries out weekly inspections of the car park in the form of a risk assessment. The risk assessment helps to identify any potential issues and maintenance/repairs.

Cllr MA proposed that Council should consider obtaining advice from a contractor/builder concerning any potential issues together with any general maintenance on the car park which have been highlighted on the inspection sheets.

Cllr TW felt that Punch Taverns should be consulted on any works to the car park which went up to the wall of their property.

2026-27/016 - to obtain quotations for advice and general maintenance repairs to the car park. Proposed by Cllr DH seconded by Cllr AS. All in agreement.

The MOP/representative of the Falcon PH said they would be contacting a Fire Officer for advice. The Parish Council would be interested in seeing the results of any Fire Inspection report.

19:30 - At this point the representatives from the Falcon PH left the room stating that they would be returning the planters to the front of the Falcon property and they would be instructing their solicitors to contact the Council, using the words "you'll be hearing from my solicitor."

The PC meeting agenda continued.

c. Communications

Cllr MA proposed raising awareness of considerate parking on the village car park and it was suggested that a leaflet be sent round with the next edition of the Village Diary and also a feature placed in the Village Diary. All in favour.

Cllr SH also asked if the Memorial Hall committee could add similar wording to the Hall's booking form. It has been confirmed that that this is already the case.

11. 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's report had been previously circulated. The issue of the Clerk's resignation and outstanding leave will be covered in agenda item 31 which will be discussed in confidence.

12. Confirmation / Appointment of Representatives to the following:-

- a. Semere Recreation Ground Trustees: **Confirmed as Mrs J Fumero**
- b. Town Estate: **Confirmed as Cllr Schwier & Cllr Alexander**
- c. Tenec Trust: **Confirmed as Mrs J Thorp & Mrs A Ford**
- d. Planning working party: Full Council. **To be taken at agenda item 13.**
- e. Burial Ground working party: Currently Cllrs Schwier, Alexander & Ford and Mr P Schwier, with Full Council assisting as required. **To be taken at agenda item 13.**
- f. Footpath Warden: **Confirmed as Helen Sant**
- g. Tree Warden: Currently vacant

The above representatives were agreed.

13. To review the current working groups and their membership and consider terms of reference.
The current working parties established by Council are as follows which has been amended to show if the group is still required and agreed membership:-

2026-27/017 - It was proposed that all working parties to be removed and to be reconvened when the need arises. Proposed by Cllr MA seconded by Cllr DH. All in agreement.

14. To receive report on SAM data – The data had not been received at time of publishing the agenda and will be circulated by the Clerk when available.

15. Planning

- a) Planning applications for ratification
 - I. 2026/0857 – The Old Rectory, The Green, Pulham Market - Proposed orangery on south elevation. Internal alterations and repairs. Reinstate upper floor over stables. Demolition of modern structures. Improving site entrance. Re-instatement of blocked doorways. Upgrade of boundary treatments.

Council has no objections to this application.

- II. 2026/0858 – Listed building application - The Old Rectory, The Green, Pulham Market - Proposed orangery on south elevation. Internal alterations and repairs. Reinstate upper floor over stables. Demolition of modern structures. Improving site entrance. Re-instatement of blocked doorways. Upgrade of boundary treatments.

Council has no objections to this application.

2026-27/018 - The comments for 2026/0857 and 2026/0858 planning applications above were ratified by Council.

As this planning application is very complex, it should be noted that PMPC feel they do not have the expertise to comment in detail, but would defer to the SNC Conservation Team.

- b) Planning applications for consideration – none at time of drafting agenda.
- c) Council noted the planning decisions received.
 - I. 2026/0671 – Works to trees in Conservation Area - The Old Rectory, The Green, Pulham Market – No objections.

Governance

16. To consider recommended revisions to annually reviewed policies.

- a) Standing Orders
- b) Financial Regulations
- c) Statement of Internal Control
- d) Members Code of Conduct

The policies above were discussed. The Clerk highlighted that a Powers and Duties Log had been added as an appendix to the Financial Regulations as recommended by the internal auditor, otherwise there were no amendments to the standard templates.

2026/27/019 - The policies as presented were approved by Council unanimously subject to the grammatical amendments raised by Cllr AS.

Finance

17. To receive the Internal Auditors summary report on action arising of the Internal Audit Report 2025/26

The Clerk explained the responses to the comments raised by the Internal Auditor. Many of these have already been or will be actioned going forward.

Council noted the report.

18. Council to note the Notice of Public Rights for inspection of unaudited accounts.

As suggested by the Internal Auditor, it should be minuted that Council note the Notice of Public Rights for inspection of the accounts.

19. Council noted the bank reconciliation to the 30th April 2026. **See Appendix D**

20. Council noted the receipts since the last meeting.

21. Council to approve payments since the last meeting.

It should be noted that the payments list now includes the power to make that expenditure as suggested by the Internal Auditor.

2026-27/020 - The payments as presented for this meeting were approved. See Appendix

22. Council noted the budget monitoring report to 5th May 2026

23. To agree two Councillors to authorise payments and note receipts for the next month.

2026-27/021 – Cllr SH and Cllr AF to authorise the payments for the next month.

24. To ratify the banking mandate for direct debit payments to Unity Bank charges, Valda Energy, Wave, SSE and ICO

2026-27/022 – Council approved the direct debit mandates approved as list above.

25. To receive and approve the Council's insurance for 2026/27.

The insurance renewal schedule had been previously circulated to Council. It should be noted that the Council are currently within a Fixed Rate Agreement for the insurance which expires on the 31st May 2027.

2026-27/023 - Council agreed to accept the insurance schedule with Clear Insurance.

Council agreed to review the insurance for the memorial hall and whether it should be the PC or the Memorial Hall Management Committee who should insure. The Trust Deed for the memorial hall will be looked at in this regard.

At next renewal additional quotations should be obtained from other providers.

Other considerations

26. Reply from correspondence to NCC regarding the closure of the Morningthorpe Recycling Centre.

Noted.

27. East Pye Solar – Notice of acceptance and an application for a Development Consent Order.

Noted

28. Application by the Horticultural Society for use of the Green on the 16th May.

2026-27/024 - Council approved the application from the Horticultural Society, subject to the usual conditions.

29. To consider details for inclusion in the Parish Diary and Parish Magazine

- Congratulations to the Horticultural Society for Gardeners' Question Time
- Grants available for village organisations – send these to local organisations.
- Reminder of service which SNC and NCC provide.
- Car Parking Notice to be included in both and flyer in Diary.
- Casual vacancy – should this be Parish Councillor Vacancy

30. The Clerk to provide and receive items for the next Agenda.

- Grass cutting schedule
- Tree works quotation
- Update on Clerks position

- Insurance Memorial Hall

31. Clerk's Resignation – To be taken as a confidential item.

32. Date and time of the next meeting is 8th June 2026 at 7:00pm

Signed by Chair

Dated

Appendix A

Chairman's Report to Pulham Market Parish Council 11th May 2026

Since the last meeting:

Playing Field:

Awaiting news from HAGS re repair/replacement of SWINGO

I have asked J E Outdoor Services for a quote to clear overgrowth on BMX Track & reset some of the tyres around the edge. This needs to be done ahead of ROSPA inspection. This is a good example where we need to give consideration for areas requiring maintenance outside of the grass cutting contract. There is also a broken branch along the road edge which will need clearing from the fence.

Although TUFC are continuing next season Owen will no longer be coach and our point of contact.

Grass Cutting:

I have put together a list of possible contractors to quote for the work.

I have also clearly marked on a village plan those areas included in the current contract specification.

Saffron have a new Grounds Maintenance Supervisor, Ben Appleby who replaces Paul Bunce. I will contact him for an update on those areas they cut in the village.

Burial Ground:

Mick Canham is going to look at making a shelter for the 3 bins at the burial ground.

Road Markings:

Gary Overland has marked SLOW by the road narrow sign near to school and also by the Z bend sign approaching Kent's Skips. I sent him an email thanking him for doing this as promised.

School Lights:

At long last the flashing school lights on the edge of the Green are working.

Steve Hewitt – PMPC Chairman 11th May 2026

Appendix B

Cllr Clayton Hudson

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

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

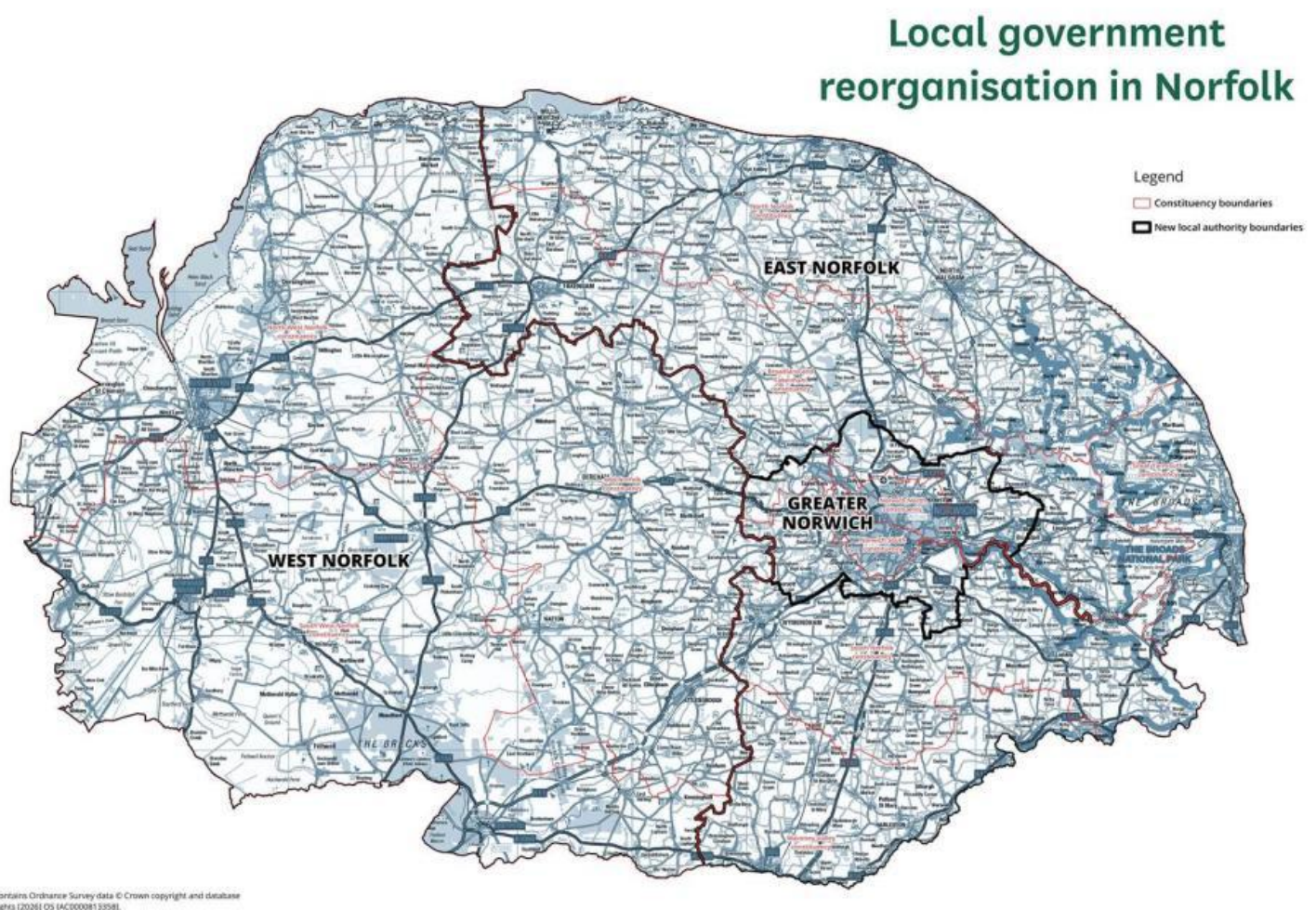
A major shake-up of local government has been confirmed by ministers which will see all Norfolk councils scrapped and replaced by three authorities. The seven district councils and one county council will be abolished under government plans, but what would replace them had been hotly contested.

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.



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

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:
01508 533701 or 0800 3896109
council@southnorfolkandbroadland.gov.uk
www.southnorfolkandbroadland.gov.uk

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 , 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)

Clayton Hudson

Local Member for Beck Vale, Dickleburgh & Scole
South Norfolk Council
m: 07917 060239
e: mail@claytonhudson.co.uk

Linktree: <https://linktr.ee/claytonhudson>

web: www.claytonhudson.co.uk

X: <https://x.com/claytonhudson>

Appendix C

Cllr Delme Thompson: Parish Update May 2026.

County Elections

My thanks to all who voted in last week's elections. Irrespective of political views, democracy is a precious gift we should not take for granted, and it was pleasing to see a decent turnout of 48% across the East Depwade Division. Now the real work begins for all the new councillors!

Community Awards – One week left to nominate across 9 categories:

- 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

Nominations close on 15 May. Community Awards Nomination Form 2026. Shortlisted nominees will be invited to a special awards night on at Bawburgh Golf Club, in July. Winners will receive a £250 donation to give to a local charitable organisation of their choice

Community Facilities Grant As mentioned last month, funding applications for the Community Facilities Grant are now open.

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. **Applications can be submitted for between £1,000 and £40,000, and I urge the Parish Council and hall committee to take advantage of this opportunity.** I will be happy to meet with the team to progress an application, as soon as a plan has been confirmed.

Local Government Reorganisation - The Pulhams at risk of being pushed in to England's poorest council. Following the announcement of the Government's plans to have 3 Unitary bodies in Norfolk, South Norfolk Council have engaged legal representation, and are considering several options to protect residents from the serious consequences this could bring.

While I believe there is still a chance LGR will be scrapped in the coming months, should the Government force through their plans, the knock on effects could be catastrophic as the current boundaries proposed, would see much of the South Norfolk Council revenue base swallowed by Norwich – leaving the new East Norfolk Council, (which The Pulhams would sit within), with almost no revenue generating areas.

This would mean greatly reduced funding available for local reinvestment in education, social care, young people, and infrastructure, along with all other services. Initial estimates predict the council would be one of, if not the poorest in the Country – something I am committed to preventing!

The proposed boundary map can be viewed here, Norfolk.png (7015×4960) and I will provide further updates as soon as possible.

Appendix D

Pulham Market Parish Council
Bank Reconciliation @ 30/04/2026

Pulham Market Parish Council

Financial Year Ending

31st March 2027

Prepared by Wendy Alcock, Clerk and RFO on 05/05/2026

Balance per bank statement as at	30/04/2026		
	Current Account	£	31,641.45
	Instant Access Account	£	61,208.00
	TOTAL	£	92,849.45
Plus unrepresented receipts		£	-
Less unrepresented payments		£	-
Net Balances @	30/04/2026	£	<u>92,849.45</u>
Balance as per R & P Book			
	Opening Balance 1st April 2026	£	76,909.64
	Receipts	£	17,469.32
	Payments	£	1,529.51 Inc VAT
	Closing Balance per R&P Book	£	<u>92,849.45</u>
General Reserve @	30/04/2026	£	<u>92,849.45</u>
Balances on Earmarked reserves			
General reserves inc legal costs for PMMH registration		£	12,000.00
Tree Works		£	3,500.00
Playing Field		£	8,000.00
Car Park restoration		£	6,750.00
Pulham Market Memorial Hall		£	12,000.00
CIL receipts		£	528.34
Total Earmarked Reserves @	30/04/2026	£	<u>42,778.34</u>
Net General Reserve @	30/04/2026	£	<u>50,071.11</u>

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

Appendix E

Ref	Date	Payee	Description	Gross	VAT	Net	Power to Spend
009	11.05.26	T Newby	Internal Audit fees 2025-26	130.00		130.00	LGA 1972 s111
010	11.05.26	W Alcock	Wages - P1	638.73		638.73	LGA 1972 s112
011	11.05.26	W Alcock	Expenses non-vat - April 26	44.52		44.52	LGA 1972 s111
011	11.05.26	W Alcock	Expenses Vatable at - March 26	5.00	0.83	4.17	LGA 1972 s111
012	11.05.26	HMRC	PAYE/NIC - P2	216.80		216.80	LGA 1972 s112
013	11.05.26	NALC	26/27 Subscriptions	288.11		288.11	LGA 1972 s143
014	11.05.26	Clear Councils	2026/27 Insurance renewal	1216.24		1216.24	LGA 1972 s111
				2539.40	0.83	2538.57	