



PULHAM MARKET PARISH COUNCIL

Mrs T Newby email clerk@pulhammarketparishcouncil.gov.uk Tel: 07352 165326

Minutes of the Parish Council Meeting held at Pulham Market Memorial Hall. Monday 8th June 2026 at 7.00pm

Present: Cllr S Hewitt (SH), Cllr M Alexander (MA), Cllr A Schwier (AS), Cllr Ann Ford (AF), and Cllr A Mutimer (AM)

Parish Clerk Mrs Tina Newby (Locum)

Also in attendance: County Cllr Kerrison, District Cllrs: Hudson and Thompson.

Members of the public – 0

1. Welcome
2. To consider accepting apologies for absence. Apologies were accepted for Cllr D Holland, Cllr T Wickens and Cllr S Pietrzak.
3. To receive any declarations of personal or prejudicial interest from members on any item to be discussed and consider any dispensations. (AS) declared an interest in the planning application.
4. To approve and sign both the Minutes of the last meeting held on 11th May 2026.
2026-27/025 – Council agreed that the minutes for both the Annual Parish Meeting and the Annual Meeting of the Parish Council were an accurate record of the meetings held on 11th May 2026. Cllr (SH) duly signed a hard copy of the minutes.
5. Parishioner public forum – no members of the public attended.
6. To consider correspondence from parishioner/s
 - a. SNC Street Naming and Number
 - b. NCC Bus Grant – Application Guidance
 - c. NCC – Bus Shelter – SP03-01-L02 Street Furniture Licence
 - d. Email – NCC – Bus Shelter
 - e. Cozens insurance certificate
 - f. Church clock – The Parish Council noted that we do not have a grant policy in place and are unable to support a grant for the Church Clock. **Action Clerk** to respond to the applicant.

The above were noted.

7. To receive report from the Chairman.
The Chairman Cllr (SH) gave a summary of his report which is available in full in **Appendix A**.
8. To receive reports on matters of interest to the parish from District and County Councillors

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

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

County Councillor Joseph Kerrison **report in Appendix D**.

9. 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. Cllr (SH) looked at the minutes and noted there was nothing outstanding.
10. To receive report on SAM data. The Clerk confirmed that she had received the data. This will be circulated by the Clerk when available.
11. To discuss the renewal of the grass cutting contract and agree any action. Cllr (SH) provided maps of the areas A, B and C.
2026-27/026 – The Council agreed with the areas, to obtain three quotes itemised by area.
The Parish Council would like to record a huge thank you to (SH) for all his work on this.
12. To discuss the quotes received for the tree work and agree any action. The three quotes were discussed.
2026-27/027 – The Council agreed to appoint Dr Stump for the tree works. There is a query on T2610, could this be reduced to a stump.
Action Clerk to contact Dr Stump.
13. To discuss village Car Park and agree any action. **Action Clerk** to write another letter to Punch regarding the planters still in the car park.
2026-27/028 – The Council agreed for Cllr (SH) to meet with Waterfield and Co, and get them to provide a quote for the maintenance of the car park. This would be for future planning and budgeting purposes.
14. Burial Grounds: agree any action
- a. Current charges and agreement for charges moving forward. Cllrs (AS and MA) have been looking into prices of burial around the area. Pulham Market's burial fees are currently at £180, whilst the ones at diocese stand at £550 and Redenhall £1,000.
2026-27/029 – The Council agreed whilst they will check with Dickleburgh Diocese we would set the Councils to £550. This will be future discussed in July meeting.
- b. Update from Burial Grounds Committee following a site visit 26/5/26. Some of the area is overgrown and needs to be sprayed. Action (AS) to send details to Top Garden Services.
15. Planning
- a) Planning applications for ratification
- b) Town and Country Planning Act 1990 | Local Planning Authority Reference : 2025/1920 | DCLG Reference 6009427, | Location : 4 Barnes Road Pulham Market Norfolk IP21 4SP
- Cllr (AS) left the building whilst this was being discussed.
2026-27/030 – The Parish Council resolved to comment that they were unable to comment. By majority vote.
- c) Planning applications for consideration. None
- d) Council to note planning decisions. None

16. Governance

17. Finance

- a. Council to note the bank reconciliation to the 31st May 2026 **See Appendix E**
- b. Council to note receipts since the last meeting.
- c. Council to approve payments since the last meeting.
- d. Council to note the budget monitoring report to 5th June 2026
- e. To agree two Councillors to authorise payments and note receipts for the next month.

2026-27/031 – The Parish Council agreed the payments as listed in Appendix E

Other considerations

- 18. To consider details for inclusion in the Parish Diary and Parish Magazine. Thank you Players Production, Welcome Tina Newby and Jospeh Kerrison.
- 19. The Clerk to provide and receive items for the next agenda. None, other than those already stated in the above minutes.
- 20. The Enforcement report for May to be discuss in private session if necessary. Not discussed.
- 21. Date and time of the next meeting is 13th July 2026 at 07.00pm.

The Chairman closed the meeting at 9.30pm



Appendix A

Chairman's Report to Pulham Market Parish Council 8th 2026

Since the last meeting:

Locum Clerk:

Madeline & I met with Tina on Tuesday 12th May and we are very pleased that she has agreed to act as our locum clerk until we make a new appointment.

Playing Field:

J E Outdoor Services made a superb job off clearing the BMX track ahead of ROSPA inspection

I have also bolted the tyres together by the corner of the tennis court

HAGS have confirmed the SWINGO needs a new bearing which they will fit under warranty

When we next have tree work done we need to clear the fallen tree which lays across the fence



Burial Ground:

Mick Canham has made a superb shelter for the 3 bins with a side shelf unit for collected vases etc

I have been to see him and thank him and I suggest the council thank him with a couple of bottles of wine



Steve Hewitt – PMPC Chairman 8th June 2026

Appendix B

Cllr Delme Thompson: Parish Update June 2026.

Election for Police and Crime Commissioner £2M bill estimated. Notice is hereby given that a vacancy has arisen in the office of the Police and Crime Commissioner (PCC) for Norfolk, in accordance with Section 59 (1) (b) of the Police Reform and Social Responsibility Act 2011.

Following this vacancy, an election will be scheduled to appoint a new Police and Crime Commissioner for the region. The official election process will commence once the required written notice is submitted by two or more registered local government electors within the Norfolk police area.

Further updates regarding the specific election date, polling stations, and candidate nominations will be published by the Police Area Returning Officer once official notice is received.

Town and Parish Forum: 2pm Tuesday 9 June

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/328665171516358?p=MB9MQ2FZOto8rsL0Sg>

Meeting ID: 328 665 171 516 358

Passcode: MG97f97d

Pulham Music Day I was pleased to secure funding to support this year's event and look forward to a great community day in a few weeks' time.

South Norfolk in Bloom - Next Round Open In the last round, 28 projects were funded, with just over £15,400 awarded and match funded by community groups, parish councils and local organisations, bringing the total investment to more than £30,000.

Multiple groups within a parish can apply, as long as there is match funding in place. Applications close 15 November South Norfolk in Bloom fund | Broadland and South Norfolk

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

Appendix C

No report received from District Councillor Hudson.

Appendix D



Cllr Joseph Kerrison
Division East Depwade
C/O Reform Group Room
Norfolk County Council
County Hall
Martineau Lane
Norwich
NR1 2DH

Tel: 01603 228988

Dear Councillors & Residents of Pulham Market,

Firstly, I thank you for your warm welcome into my new role as your elected County Councillor for East Depwade. Regardless of who you voted for and which political party you align yourself with, I am honoured to represent you and will be a strong voice for you on Norfolk County Council. I ask that Pulham Market Parish Council distribute my official email as far and wide across the area as possible; I am readily available for all and any concerns you may have which I may be able to help with.

I have, as of last week, been made Deputy Cabinet Leader for Highways and Transport, the benefits of which I am looking forward to bringing to our area which is in need of organisation and efficiency when it comes to road maintenance, repairs and stronger rural transport links.

We are heading into a period of uncertainty with regards to Local Government Reorganisation. I cannot think of a division more likely to suffer the expensive and disproportionate consequences of becoming part of the new 'East Norfolk' unitary authority. I will be fighting against LGR in the hopes that we do not dilute our local identity and are able to deliver key services such as Adult Social Care and Children's Services in a smooth and orderly way which gives people a better chance at improving their quality of life.

In the coming days, we will be focussing on which grants are available and how best to distribute them; with my priority being the protection of rural character and heritage, support for local services and community facilities, and incentivising local business and initiative.

If there is anything I can do to support the various projects you have ongoing or wish to establish for the betterment of our local area, please do not hesitate to get in contact.

Yours sincerely,

A handwritten signature in black ink, appearing to read "J Kerrison".

Councillor Joseph Kerrison
Division East Depwade

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Appendix E

Pulham Market Parish Council Bank Reconciliation @ 31/05/2026

Pulham Market Parish Council

Financial Year Ending

31st March 2027

Prepared by Tina Newby, Clerk and RFO on 31/05/2026

Balance per bank statement as at	31/05/2026		
	Current Account	£	29,085.49
	Instant Access Account	£	61,208.00
	TOTAL	£	90,293.49
Plus unrepresented receipts		£	-
Less unrepresented payments			
Net Balances @	31/05/2026	£	90,293.49
Balance as per R & P Book			
	Opening Balance 1st April 2026	£	76,909.64
	Receipts	£	17,504.32
	Payments	£	10,421.07
	Closing Balance	£	83,992.89
General Reserve @	31/05/2026	£	83,992.89
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 @	31/05/2026	£	42,778.34
Net General Reserve @	31/05/2026	£	41,214.55

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

				Power
Date	Payee	Description	Gross	to Spend
09.06.26	The Pulhams - Magazine	Fees for 2026-27	310.00	LGA 1972 s111
09.06.26	HMRC	PAYE/NIC P3	216.80	LGA 1972 s111
09.06.26	W Alcock	Wages - P3	638.73	LGA 1972 s112
09.06.26	W Alcock	Expenses non-vat - April 26	30.98	LGA 1972 s111
09.06.26	W Alcock	Expenses Vatable at - March 26	5.00	LGA 1972 s111
09.06.26	Top Garden Services	Grass cutting - 1	3,492.00	PHA 1872 s164
09.06.26	JE Outdoor Services	Works to playing field	729.60	LGA 1972 s111
09.06.26	Cozens	Street Light Maintenance	24.00	PCA 1957 s3
Total Payments			£5,447.11	

END