



Minutes of Pulham Market Parish Council Meeting, held at Pulham Market Memorial Hall on Monday 10th March 2025, commencing at 7.00pm

Present: Cllr S Hewitt, Cllr Alexander, Cllr Pietrzak, Cllr Schwier, Cllr Herschel-Shorland, Cllr Holland and Cllr Ford. County Cllr Wilby and District Cllrs Hudson (arrived during the meeting).

Parish Clerk Mrs L Shulver

Members of the public – 2 and Giles (Daveytennis) were also in attendance

2024-25/207 To receive apologies for absence. Apologies were accepted from
Apologies were received from Cllr Wickins.

2024-25/208 To receive any declarations of personal or prejudicial interest from members on any items to be discussed and to consider any dispensations.

No declarations were submitted.

2024-25/209 To approve the minutes of the meeting held on 10th February 2024. **Council unanimously agreed that the minutes were an accurate record of the meeting held on 10th February 2025. Cllr Hewitt signed a hard copy.**

2024-25/210 To receive report from the Chairman

Copy of the Chairmans report attached.

2024-25/211 To receive reports on matters of interest to the parish from District and County Councillors.

County Cllr Wilby gave his report. Copies of reports from County Cllr Wilby and District Cllr Thompson are attached.

Cllr Hudson confirmed the district council has approved a £5 rise in council tax. Suffolk and Norfolk are currently consulting on devolution until 13th April 2025, details can be found at [Norfolk and Suffolk devolution consultation - GOV.UK](https://www.gov.uk/government/consultations/norfolk-and-suffolk-devolution-consultation) Parish Councils should observe progress and consider impact on local level, Town and Parish Councils.

VE day grants of £300.00 are available to support community events organised between 1st and 15th May 25.

The John Gross site in Diss has now been cleared. A consultation will take place in spring on the proposed new gym/community provision.

Cllr Hudson has a declared interest but advised Councillors of the current planning application submitted by the Pulham Men Shed, for a new unit at South Green recreation ground in Pulham St Mary.

The County and District Councillor, each left the meeting following delivery of their reports

2024-25/212 Public Forum. **Giles – Daveytennis**, attended to address council on using the village tennis courts to deliver a tennis camp during the Easter holidays. This matter will need to be included on the agenda for consideration, but this will be too late to grant use of the courts for Easter 2025. The applicant may submit evidence on certification, insurance, and safeguarding policy to the Clerk for consideration at the April meeting.

2 Members of the public attended to further discuss the traffic management working group.

Council and working group members agreed the title and wording of the group's terms of reference.

The Clerk and JG, attended a meeting with the speed watch site assessor. The only site permissible for monitoring will be the area near the school. The Clerk will check availability of the Brew House and submit proposed dates for training for volunteers of the CSW programme. Those completing the training will be able to forward train. Cllr Holland will attend training as a representative of the Parish Council.

Members of the public left the meeting

2024-25/213 To consider correspondence from parishioners.

No further correspondence was received.

To receive reports and ratify further action if required

2024-25/214 The Clerk to provide an update on the matters arising from the **February** meeting and provide any other information on actions that have been undertaken since the last meeting.

- The bin for the bus stop is faulty and has been returned for refund. The Clerk will circulate details of an alternative.
- The streetlight in Springfield has been reported by Cozens to UKPN
- SH advised councillors that the new swings fitted to the existing wooden frame have started to pull through the top bar. The swings have been removed. Following discussion with the installer a competitive price has been procured to extend the existing metal unit and reinstall the swings at cost of £980.00. Council agreed this would be more cost effective than trying to make repairs to the old wooden frame, which is now showing signs of overall deterioration. Cllr Hewitt will procure a price for removal of the wooden unit, including ground work to remove concrete footings.
- A deposit of 50% of the cost to upgrade the parish laptop will be included in payments raised.
- Work will commence on the car park maintenance at the end of March.
- The Clerk has included the Custom and Self Build Consultation and the Devolution Consultation on the parish web site.
- A request has been received to present details of a renewable energy project, prior to submission of application. The Clerk will acknowledge receipt, but although Councillor may attend a public presentation meeting, either as individuals or on behalf of the parish council, the parish council will not host the meeting.
- The Clerk has confirmed parish council ownership of the sports field in Mill Lane. The land may be impacted by proposed alterations of the electricity network, but no details are available yet.
- NALC have provided notice of an increase in subscriptions to £279.79, this will be considered at renewal.

2024-25/215 Planning working party to provide recommendations on each new planning application presented, full council to consider and ratify comments and verdicts to each application

2022/2255 – Change of use of existing building to dwelling and erection of ancillary cart lodge for use as domestic garaging.

Location: Agricultural building north of Gresham Farm, Semere Green, Pulham Market.

Submitted support with conditions 13/12/22

2024/1265 Beaks Barn Dunnings Lane – conversion of agricultural building dwelling, and erection of new garage Support submitted 7/6/24 **Approved with conditions**

2024/2797 Honeypot Cottage, Guildhall Lane – Listed Building Consent casement window. Support submitted 15/10/24 **Approved with conditions**

2024/3167 and 3168 Blackthorn Farm Bush Green Pulham Market Norfolk IP21 4Y – Full planning and listed building consent, Conversion of part of attached outbuilding to annexe accommodation; internal and external alterations to main house. Support submitted 13/11/24 **Approved with conditions**

No new applications

2024-25/216 To consider/ratify Traffic Management Working Group TOR . **Council ratified the final copy of the TOR – copy attached**

2024-25/217 To consider burial policies due for renewal. **The Clerk will expand the maximum size information for both burial and cremation memorial stones, to clearly identify height, width and depth.**

2024-25/218 To consider application for VE Day grant. **The Council are not organising a VE day event but are aware of a community led event being organised later in the year to include VJ day. The Clerk will check to see if this funding is available for VJ day events.**

2024-25/219 To receive notice of Dickleburgh and Rushal Neighbourhood Plan. **Cllr received notice of this consultation, no comment required.**

2024-25/220 To receive resignation from the Parish Clerk/RFO. **Council appointed a recruitment working group to include Cllr Alexander, Cllr Holland and the Clerk.**

2024-25/221 To receive SAM Report. **No report provided.**

To Ratify Expenditure

2024-25/222 To receive and ratify the Financial Statement for March 2025, approve the bank reconciliation for February 2025 and agree councillor authorisation.

Council unanimously ratified the Bank and Financial Statements and resolved them to be an accurate record of the Council's current financial position.

Action: Cllr Schwier approved the February 2025 Bank Reconciliation. Cllr Hewitt and Ford will authorise payments for March 2025.

The balance following presentation of the March Accounts transactions listed, will be £65,340.72

Approved March Accounts

Receipts

Date	Details	Amount
Mar	2025	
27-Feb-25	Burial fees Coe	440.00
06-Mar-25	Burial Fees Chuan/Lim	65.00
	Mar Total	505.00
	Sub Total -Cumulative Current Account Income	42,399.19
30-Jun-24	Interest	452.19
30-Sep-24	Interest	509.42
31-Dec-24	Interest	476.38
	Sub Total -Cumulative Instant Access Account Income	1,437.99
	Total Income 2024/25	43,837.18

Payments

Date	Payee	Description	Payment	Gross	Net	VAT
Mar	2025					
27-Feb-25	Premier playground	Replace swing hangers and fit protection spikes	B/Trf	720	600.00	120.00
27-Feb-25	Valda Energy	Pavilion Supply	DD	25.22	24.02	1.20
10-Mar-25	Westcotec	SAM Repair	B/Trf	246.6	205.50	41.10
10-Mar-25	L shulver	WFH/Mileage	B/Trf	43.3	43.30	
10-Mar-25	L shulver	Reimburse 123 Reg web hosing	B/Trf	100.66	83.88	16.78
10-Mar-25	L shulver	Amazon eu - ink	B/Trf	19.99	16.66	3.33
10-Mar-25	PSM parish council	Telephone use 2024/25 (net cost)	B/Trf	265.92	265.92	
27-Mar-25	L Shulver	Salary March	B/Trf	618.8	618.80	
27-Mar-25	HMRC	PAYE Mth 12	B/Trf	92.8	92.80	
31-Mar-25	Unity Bk	Bk Charges	B/Trf	6.00	6.00	
10-Mar-25	Cozens	Jan Feb March 2025 maintenance	B/Trf	24.00	20.00	4.00
	Mar Total			2,163.29	1,976.88	186.41
	Total Spend 2024/25			47,723.53	41,838.63	5,884.90

2024-25/223 To consider the date for the April Meetings. **Council resolved to hold the annual parish meeting on the Monday, 14th April 2025, followed by the April parish meeting.**

2024-25/224 The Clerk to provide and receive items for the next agenda.

Resolved to include;

Amended Policies for 2025

EOY Accounts prior to submitting to internal auditor

Items for the village diary and/or magazine:

Litter pick Sunday 13/4/25 10o/c at PMMH Carpark

Defib Training Thursday 24/4/25 PMMH

New Park and Ride

Hazardous Waste Days

Your Norfolk Extra digital newsletter

*Devolution consultation
Nature conservation fund
John Gross/Gym and community facility consultation*

Confidential Minute

The meeting closed 9.20 pm

Signed.....

Date.....

Chairman's report to Pulham Market Parish Council 10th March 2025

Since the last meeting:

TOPS have got off to a good start this spring having already cut the playing field twice, the Green and the burial ground.

Playing Field: I will give an update on the play equipment project in matters arising. Guy Evans has caught 2 moles on the field which were going back and forth from the tennis court to the marked football pitch.

Defibrillator training: I have produced an A5 flyer to go out with April diary.

Burial Ground: A useful meeting on Tuesday 18th February to discuss memorial stones in the cremation area. Thank you to those who attended and to Lisa for dealing with the particular queries raised. Can we discuss disposal of container in matters arising?

Village Car Park: Waterfields have w/c 31st March booked in for repairs to the car park. I am away that week but will speak with Craig Trudgill the week before and suggest that they spray mark the area to be done and ask for some cones to be put out. I'll see if Tony is around those days to liaise with them as required.

Village Maintenance: Roger Manly plans to refurbish the cemetery notice board shortly and also tidy the walk through by Tattlepot Cottage. Barry and Jackie Lond have tidied the area around the trees at the end of Falcon Road.

Steve Hewitt

10th March 2025

County Councillor M Wilby - Report

Almost 100 towns and villages are to get new measures to make roads and footpaths safer, including electronic signs urging drivers to slow down. Norfolk County Council has agreed to make money available to help pay for 97 highway schemes, including vehicle-activated speed signs, bus shelters and new footpaths. NCC has agreed funding of £425,000 towards £850,000 worth of improvements through the popular annual parish partnership initiative. First launched in September 2011 the scheme invites communities to bid for cash to make improvements. Town and parish Councils will then match fund the county council money to pay the remaining cost of all the schemes. This year the schemes includes, 22 village gateways, 21 SAM2 cameras, 8 'trod' footpaths, 4 new footpaths and 10 bus shelters.

A brand-new Norwich Park and Ride service has recently been launched with a number of key enhancements for residents and visitors to enjoy, along with free travel for everyone on the first day of operation (Sunday 30th March). Norfolk County Council selected two operators to run the services following the re-tendering process at the end of last year. The process was carried out with the objective of running the services from all five sites with no subsidy from the council. From Sunday 30th March, First Bus will operate services from Airport, Thickthorn and Sprowston while Simonds will provide the service from Harford and Postwick. The new service will offer: earlier journeys in the morning, later journeys in the evening, increased services at most sites, Sunday services at all sites, Airport Thickthorn and Sprowston will have zero emission buses and continued low fares thanks to BSIP funding. For full details of the services including timetables and ticket prices visit www.norwichparkandride.co.uk

As part of the NCC budget for the upcoming year, additional household hazardous waste events will be held across the county. These events will take place at seven recycling centres this spring, supplementing the usual autumn events. The free events will be held throughout April and May 2025, and residents must use the recycling centre booking system to attend. Bookings will be open one week before each event. A list of acceptable items for disposal and the dates for these events can be found at www.norfolk.gov.uk/hazardouswaste

Your Norfolk Extra, the council's monthly digital newsletter goes out to almost 6,000 subscribers on the first Monday of each month, bringing them information and service updates from NCC. To help boost readership a promotional campaign has been started which includes advertising on the front page of the council website, social media alerts and editorial in Your Norfolk Magazine. NCC has also partnered with local businesses to offer regular prize draws for subscribers to win days out in the county – Norfolk Museums and Wataunga Wildlife Reserve being the first to offer prizes. To sign up visit our website at www.norfolk.gov.uk

The Government wants to see all councils in Norfolk replaced with fewer, unitary councils-that would be responsible for all services in their area. They have invited NCC and the seven district councils to submit interim proposals on 21st March and then developed proposals by 26th September. The county council's initial work suggests that having one council would save the most, followed by smaller savings for two councils. Having three or more would cost more money.

Best Wishes
Martin

Cllr Delme Thompson:
Report for Pulham Market Parish Council March 2025.

Town and Parish Forum

- The recording of the 4 March meeting can be found at <https://www.youtube.com/watch?v=Biv20G586sM>
- The next in-person meeting is scheduled for Wednesday 2nd April at 9am - 12pm.

Budget 2025/6 approved.

The council's budget was approved at full council, which includes

- a £5 rise in Council tax.
- an agreement to invest in a work programme for multiple children's playgrounds owned by the council across the district.
- £100,000 additional funding available to the Community Action Fund, which will open in April.

GRANTS UPDATE

Nature Conservation Fund

South Norfolk Council have launched a Nature Conservation Fund, designed to empower local communities to enhance their green spaces and boost biodiversity.

Offering grants of up to £10,000, the fund will support Town and Parish Councils in developing projects that benefit both the environment and local residents.

The fund will provide five grants of up to £10,000 each for projects. Town and Parish Councils can express their interest starting this April, with project delivery expected by April 2026.

Community groups are also encouraged to participate, provided they have the support of their local Town or Parish Council.

The fund focuses on projects that deliver tangible results in one, or more of three key areas:

- Carbon Sequestration: Projects that actively contribute to tackling carbon emissions.
- Biodiversity Benefit: Initiatives that enhance local ecosystems and support a diverse range of plant and animal life.
- Public Accessibility to Greenspace: Creating and improving green spaces that are accessible and enjoyable for the entire community.

Eligible projects might include creating circular walks, establishing wildlife-attracting ponds, or planting mini forests. Funding guidelines will ensure that projects meet these core criteria and maximize their positive impact.

VE Day Grant

South Norfolk Council has established a new grant to support Town Councils, Parish Councils, and community organisations across the districts to organise a commemorative event for the 80th anniversary of Victory in Europe (VE) day on Thursday 8th May 2025. Events organised between 1st May and 15th May will also be accepted.

Up to £300 of funding per parish is available on receipt of a completed application form available here: <https://www.southnorfolkandbroadland.gov.uk/communities/community-funding/ve-day-grant>

Only one application per Parish can be accepted and applications will close on Wednesday 30th April 2025. If you have any queries, please do not hesitate to email the Communities team: communities@southnorfolkandbroadland.gov.uk or call 01603 430611

Process & Timeline

- Applicants must initially submit an Expression of Interest and attend an online meeting with the SNC team to discuss the project proposal. Following the online meeting, the most suitable proposals will be invited to submit a full application.
- Final applications must be submitted by 31st July 2025, with successful applicants notified no later than the 1st September 2025.
- All projects must be delivered by April 2026.

Terms of Reference of Pulham Market Parish Council Community Speed Watch Working Group

Background

The Community Speed Watch Working Group (CSWG) has been devised to address specific traffic issues within the village. These include:

- The speed of the vehicles travelling into and out of the village routinely exceeds 30mph speed limit as borne out by Camera Safety Team
- The driving behaviour of some drivers sees vehicles over the central white line travelling out of the village, near the school – making it difficult for vehicles leaving the layby or making oncoming traffic stop
- The volume of traffic particularly at key times of the day - to and from work and school is high
- The size of some vehicles exceeds that set by the Traffic Regulation Order for the road
- The main route through the village has remained unchanged for a significant number of years and safety provision has not kept pace with current day life
- The road between Pulham Market and Pulham St Mary was widened with no restrictions for drivers to keep to the 30 and 40 mph speed limits (noting that the Camera Safety Team are positioned in the school layby monthly).
- Walking along the footpath to and from the school at busy times of the day is unsafe with anecdotal evidence of vehicle wing mirrors catching people and children as they walk along the path

- Speed of vehicles entering the village along the main entry roads is being captured by SAMS as regularly exceeding the legal speed limit continuing through the village with no regard to safety of pedestrians and other road users.

Purpose of the Working Group

- To carry out the Community Speed Watch scheme and feed any insights into the findings of the CSWG into the Pulham Marker Parish Council (PMPC)
- **To adhere to the guidance of Norfolk Police community watch**
- To examine issues relating to traffic in Pulham Market
- To liaise with other bodies, experts, and residents to aid in the gathering of evidence for forming any recommendation
- To consider solutions to reports and complaints relating to transport and travel within Pulham Market
- To study plans, visit relevant sites, and consider any feedback from residents in devising recommendations
- Information gathering - collate, analyse, and review all traffic data for Pulham Market together with any residents' views on traffic management. To provide a clear evidence-based recommendation on the traffic management issues within the village for the PC to consider.
- The PMPC will support the WG in providing all relevant information and data in a timely manner within their control and able to provide subject to GDPR.
- In developing its recommendations, the CSWG must ensure alignment with current PMPC policies, practises, and any regulatory constraints

Meeting Arrangements

Schedule of meetings – as set by the Working Group (specify timescale)

Membership – members of the community with relevant skills and knowledge to work with Councillors to achieve the goals of the Working Group. There will be a minimum of one member of the Parish Council to ensure the work of the group meets the Parish Council's aims and objectives in terms of traffic management.

The CSWG does not have delegated authority to make final decisions nor to speak on behalf of the Parish Council. It will submit its findings and recommendations for review and approval at the PC meeting in writing 3 working days before any scheduled PMPC meeting (normal procedure)

Chair of the working group – to be elected at the first meeting

Reporting - To the Parish Council meeting as per other PC agenda items

Budget – There is no budget associated with this work

DATED : Agreed at the parish meeting of 10/3/25