



PULHAM MARKET PARISH COUNCIL

Mrs W Alcock email clerk@pulham-market.co.uk Tel: 07352 165326

Minutes of Pulham Market Parish Council Meeting held at Pulham Market Memorial Hall Monday 9th June 2025, at 7.00pm

Present: Cllr S Hewitt (SH), Cllr Alexander (MA), Cllr Schwier (AS), Cllr Holland (DH), Cllr Mutimer (AM) and County Cllr Martin Wilby (MA)
Parish Clerk Mrs W Alcock
Members of the public – 0

1. To consider accepting apologies for absence
Cllr Ann Ford
Cllr Tony Wickins
Cllr Susan Pietrzak
Cllr Sara Herschel-Shorland

District Cllrs Clayton Hudson and Delme Thompson.

2025-26/47 - Apologies were accepted.

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

Cllr Hewitt declare a pecuniary interest in agenda item 12(c)

3. To approve and sign the Minutes of the last meeting held on 12th May 2025.

2025-26/48 - Council agreed that the minutes were an accurate record of the meeting held on the 12th May. Cllr SH duly signed a hard copy of the minutes.

4. To receive a report from the Chair.

Cllr SH 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

Cllr Wilby gave an overview of his report which is available in **Appendix B.**

Cllr SH asked if Cllr Wilby could help with the issues with Footpath 7 as all correspondence with the County Council have not seen any results. Cllr Wilby advised to contact Francis Salway Footpaths officer.

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 present.

7. To consider correspondence from parishioner/s
a) Church warden request for the area to the north side of the church is mowed in June and cuttings to be removed.

Action: Clerk to ask the contractor for their schedule of works for grass cutting, especially the churchyard and burial ground.

To receive reports and ratify further action if required

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.

2025-26/49 - The Clerk gave an overview of her report to Council. Arrangements were considered for covering emergency work whilst the Clerk was on annual leave from the 13th June to the 30th June. The Mailbox out of office to state that following Councillors to be contacted for emergencies only.

Cllr Schwier – For issues in relation to burials

Cllr Holland – For all other emergency issues.

9. To receive a report from the Burial Ground Working Group
a) Consider possible amendments to the Burial Ground regulations and policy.

The group informed Council that they would be reviewing the Burial policy and regulations to make the sizes of the memorials and bases much clearer. It will include indexing of the policy to guide the reader to the appropriate section and all application forms will state that the preferred method of payment will be by bank transfer rather than cheque. Once ratified by Council these will be circulated to local Funeral homes and stonemasons.

- b) Consider request for marker on reserved plot in new area.

2025-26/50 - Council agreed to allow a reserved marker to be on the plot.

10. To receive report on SAM data – data arrived too late to include in reports. These will follow shortly and be published on the website.
11. To consider response from Norfolk County Council regarding Workhouse Circular Walk - Footpath 7. Discussed earlier in the agenda at item 5.
12. Village Hall insurance – Clerk confirmed that the Village Hall Committee have passed on a copy of the Public Liability Insurance certificate.
13. Village Green application for Pulham Music Festival on 29th June 2025.

2025-26/51 – The application for the Music Festival on the 29th June was approved unanimously by Council.

14. Planning

- a) Planning working party to provide recommendations on each new planning application presented, full council to consider and ratify comments and verdicts to each application.
 - i. **2025/1593** – Church Croft, Station Rd, Pulham Market – works to trees in a conservation area.

2025-26/51 - No objection from Council.

- b) Council to note planning decisions received.
 - i. **2025/1210** – 1 Falcon Rd, Pulham Market – works to trees in a conservation area – No objections, delegated decision by officer.

15. Finance

- a) Council to note the bank reconciliation to the 31st May 2025 – Noted. See **Appendix C**

The Clerk explained that she had added the earmarked reserves to the bank reconciliation, so it was clear what the value of the net reserves total was.

- b) Council to note receipts since the last meeting. - Noted
- c) Council to approve the payments since the last meeting

2025-26/52 - The payments as presented were approved as shown in Appendix D. Payments to be authorised.

- d) Council to note the Budget Monitoring Report to date – **Noted**.
- e) To request additional volunteers as authorised signatories to approved payments through the Councils online banking.

2025-26/53 - Cllr Holland agreed and was approved to become an authorised signatory.

This will be included on the next agenda as it was felt that Council should have a minimum of 5 authorised signatories.

- f) To agree two Councillors to authorise payments for the next month - Cllr Hewitt and Cllr Alexander.
- g) Council to consider applying for a Corporate Multi-pay Card from Unity Bank.

The Clerk outlined the need for Council to have a payment card for on-line purchases (in-line with Financial Regulations) where payment needs to be made at the time of ordering. This will give a clear audit of the payment and cease the necessity for payments to be funded by individuals and claim back at the next meeting as expenses.

2025-26/54 - Council agreed to instruct the Clerk to proceed with enquiries to Unity Bank



16. Correspondence

- a) South Norfolk/Broadland District Council's Design code consultation – Noted.
- b) Norfolk Nature Recovery consultation – Noted.

17. Other Considerations

- a) To consider details for inclusion in the Parish Diary and Parish Magazine.
 - Drivesafe initiative
 - Bullock Fair EV charging points decommissioned.
 - Turn up and play tennis on Wednesdays at the playing field.
 - Cutting back of hedges next to Roadways.
- b) The Clerk to provide and receive items for the next agenda and confirm the date and time of the July meeting as 14th July at 07:00 pm.

Closed at 21:10

Signed
Chair

Alan Hewitt

Date:

14/7/2025

Appendix A

Chairman's report to Pulham Market Parish Council 9th June 2025

Since the last meeting:

Playing Field:

Premier Playgrounds completed the installation of the swing extension on 16th May and I can now confirm that we have £238 surplus from the £20k project. I had suggested a "play panel" as an additional item of play equipment, but I think we should hold back on any further expenditure on play equipment for the time being. I suggest the £238 is added to Playing Field reserve.

I have done some maintenance on the play equipment, fitting new bird deterrent wires on the basket swing frame, levelling up soil under some of the grasslok matting, fitting a new gromit to the footrest on the small rocker and washing the swings and rockers. I have asked Premier Playgrounds to reset some of the grasslok matting around the "Swingo".

TUFC have confirmed to me that they will continue using the field for 2025/26 season playing 3 girls' teams, 2 x u14s and 1 x u16. During June, July & August they will be training on Monday evenings at the field.

I should like to include a flyer in the July diary promoting "Turn up and play" at the tennis court on Wednesday evenings during July & August.

The kitchen door frame at the pavilion needs replacing together with the renewal of some guttering.

Grass Cutting & Village Maintenance:

Saffron cut the grass on 13th May. The walk way from Julian's Way to Mill Close needs cutting by Saffron. Suggest we ask Saffron for a village walk round in the autumn. Roger Manly has started refurbishing the wooden village seats and tables. Jackie & Barry Lond continue to look after the area around the Memorial Hall and have also planted bedding plants alongside the wall near the bus stop at Falcon Road car park. Sue and I re planted the Memorial Hall window boxes. We will need to replace the boxes/wall fittings for next spring to make the job easier.

Public Rights of Way:

FP7 has still not been cut. I further reported this on 28th May with reference to the recent history. The clerk has also reported the path to NCC Highways.

Dr Helen Sant who contacted the council last month regarding the crop obstruction on this path has expressed an interest in the role of footpath warden.

Local Government Review:

I attended a Parish & Town Council Engagement session at Wymondham on Monday 19th May organised by NCC. It was poorly attended by parish councils from the area. It was a useful discussion but inconclusive.

Steve Hewitt

9th June 2025



Appendix B

Cllr Martin Wilby – Norfolk County Council – June Report

Saffron Housing is to extend its affordable living portfolio into Harleston with the development of 107 brand-new Independent Living homes for individuals aged 55 and over with additional care needs. Norfolk County Council has provided £4.37m of capital funding to support the scheme named by local children and known as the Oaks at Harleston as part of its independent Community Living programme to build more modern, attractive, and sustainable homes for later life across the County. Funding has also been awarded to the development by Homes England. As part of a wider housing development being created on site, the Independent Community Living will deliver a mix of one and two bed affordable apartments and shared ownership property. On-site, 24/7 care and support will enable people to remain independent in a home of their choice. Facilities on site will include a hairdressing saloon and community gardens. Further information, including how to apply to rent an apartment at the scheme, or purchase a shared ownership property, will be published prior to the scheme being completed in the autumn of 2027.

NCC has agreed to create the Norfolk Community Fund, a pot of almost £500,000 that councillors can award to local groups. All 84 councillors will be allocated £5,000 from this fund. They can distribute this in the form of grants ranging from £200 to £2,500, to support local projects promoting social inclusion, volunteer opportunities, and community engagement. For grants of £500 or more, groups will be asked to match-fund 50pc, potential doubling the funding. Grants under £500 will not be required to seek match-funding, but groups are welcome to do so. Norfolk has an estimated 10,000 voluntary, community and social enterprise organisations, including about 3,500 registered charities.

In the last year, Norfolk Fire and Rescue Service has helped more people than ever before stay safer in their homes. Between April 2024 and April 2025, the service's Prevention team, fire crews and volunteers completed 8,164 in-person Home Fire Safety Visits, which is 139% increase on the previous year and the highest on record for the service. Home Fire Safety Visits are free, in-person visits designed to reduce the risk of fire and improve safety and wellbeing in homes across Norfolk. They identify potential hazards, raise awareness and influence safer behaviours and also serve as a gateway to wider health and wellbeing support – with teams able to make onward referrals to services such as social care, mental health support and assistive technology providers. If you know someone who may benefit from a Home fire Safety Visit, please refer them via our website where we will check if they are eligible: www.norfolk.gov.uk/firesafetcheck

A new campaign and resources are being launched helping Norfolk's residents to understand how aging might impact safe driving. NCCs Road Safety Team, in collaboration with Norfolk Police, Norfolk fire and Rescue Service and East of England Ambulance service, are supporting people to review their driving and get the support they need when they need it. The campaign encourages people to look out for subtle health changes, to talk honestly with trusted friends, family or a professional about how health could impact your driving and take extra steps to ensure you can drive safely for longer. More information about this campaign and safe driving can be found at www.norfolk.gov.uk/drivesafe

Looking forward to seeing the Pink Tractor Ladies on Sunday 6th of July (hoping for kind weather)

Appendix C

Appendix C

Pulham Market Parish Council Bank Reconciliation @ 31/05/2025

Pulham Market Parish Council

Financial Year Ending

31st March 2026

Prepared by Wendy Alcock, Clerk and RFO

31/05/2025

Balance per bank statement as at

31/05/2025

Current Account
Instant Access Account

£ 20,774.80
£ 59,868.50

TOTAL

£ 80,643.30

Less receipts to be entered in A/c's

£ -

Addition of payment to be entered in A/c's

£ -

Net Balances @

31/05/2025

£ 80,643.30

Balance as per R & P Book

Opening Balance 1st April 2025
Receipts
Payments

£ 65,593.26
£ 25,235.19
£ 10,185.15

Closing Balance per R&P Book

£ 80,643.30

General Reserve @

31/05/2025

£ 80,643.30

Balances on Earmarked reserves

General reserves inc legal costs for PMMH registration
Tree Works
Playing Field
Car Park restoration
Pulham Market Memorial Hall
Fund held for community projects
SSE unmetered uninvoices electricity for street lights

£ 12,000.00
£ 3,500.00
£ 7,651.59
£ 6,750.00
£ 12,000.00
£ 170.65
£ 1,000.00

Total Earmarked Reserves @

31/05/2025

£ 43,072.24

Net General Reserve @

31/05/2025

£ 37,571.06

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

Appendix D

Payments

Ref	Date	Payee	Suppliers VAT Number	Description	Payment	Gross	Net	VAT
017	12.5.25	Waveney Tree Specialist Ltd	929336205	Tree Works as quoted		600.00	500.00	100.00
018	1.5.25	Norfolk Association of Local Councils		Subscription		279.79	279.79	
019	27.5.25	Valda Energy	322869389	Utilities for Sports Pavillion		6.97	6.64	0.33
020	15.5.25	Premier Playgrounds	284804970	Works to Playarea as quoted		1,176.00	980.00	196.00
021	25.4.25	S Hewitt	104702122	Gifts for defibrillator training		30.26	25.21	5.05
022	31.5.25	Unity bank		Bank charges		6.00	6.00	
023	09.6.25	W Alcock		Clerk Wages P3		569.40	569.40	
024	9.6.25	W Alcock		Clerk Expenses - May 25 - Printing/Stamps		12.88	12.88	
				Clerk Expenses - May 25 - Stationery		6.99	5.82	1.17
				Clerk Expenses - May 25 - Phone		5.00	4.17	0.83
				Clerk Expenses - May 25 - Office		24.00	24.00	
				Clerk Expenses - May 25 - Mileage		4.05	4.05	
025	9.6.25	HMRC		PAYE/erNI P3		186.39	186.39	
026	26.5.25	Top Garden Services	283206217	Grass Cutting 1 of 2		3,492.00	2,910.00	582.00
027	03.06.25	CTS	359056281	Supplies for play area		62.99	52.49	10.50
028	03.06.25	Cozens (UK) Ltd	552658425	Street Lighting Maintenance		24.00	20.00	4.00
029	04.06.25	CTS	359056281	Supplies for play area		75.00	62.50	12.50
030	04.06.25	ROSPA Play Safety	876328389	Play Inspection		144.00	120.00	24.00