



**Minutes of Pulham Market Parish Council Meeting, held at Pulham Market Memorial Hall on Monday 11<sup>th</sup> March 2024, commencing at 7.55pm**

**Present: Cllr S Hewitt, Cllr Schwier, Cllr A Ford, Cllr S Pietrzak, Cllr Alexander and Cllr S Herschel-Shorland**  
**Parish Clerk Mrs L Shulver**  
**District Cllr Hudson and Thompson**  
**Members of the public – 1**

**2024-25/38** To receive apologies for absence. **County Cllr Wilby left the meeting at the end of the APM, which proceeded this meeting; a report was submitted for the March meeting.**

**2024-25/39** 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.**

**2024-25/40** To approve the minutes of the meeting held on 12<sup>th</sup> February 2024. **Council unanimously agreed that the minutes were an accurate record of the meeting held on 12<sup>th</sup> February 2024. Cllr Hewitt signed a hard copy.**

**2024-25/41** To received report for the Chairman, Cllr Hewitt.

**Cllr Hewitt gave his report, copy attached.**

**2024-25/42** To receive reports on matters of interest to the parish from District and County Councillors/.

**County Cllr Wilby submitted a report, copy attached**

**District Cllr Hudson and District Cllr Thompson provided reports at the APM.**

**2024-25/43** Public Forum

A member of the public attended to discuss flooding on Colgate Lane and communication received from NCC on landowners' responsibility to clear ditches. After receiving a detailed explanation Councillors acknowledged that NCC may be unclear of exact circumstances. Council requested the Clerk set up a site visit with Katy Spillman, from the District Council Flood/Ditch Walker Team, to discuss options going forward. **ACTION** Clerk/Councillors.

**To receive reports and ratify further action if required**

**2024-25/44** 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.

- An application was submitted for use of The Village Green for a music event on 24/8/24. Details as discussed at the February Meeting. Council unanimously approved use.
- A request to use The Village Green by Ferrel Circus. Council unanimously agreed in principle to the use of The Green, pending completion of required application documents. Anticipated date of use will be at the end of April/early May
- Tops have acknowledged they will spray the weeds at the burial ground but this work has still not been completed. The Clerk will again chase, she will also confirm when grass cutting will commence this year and book a cut for the football ground.
- 2 bookings for places on Defibrillator training have been confirmed and this event will again be advertised in the Diary/Report.
- NCC have confirmed the marking of the Norwich bound bus stop; it is hoped this will also address issues on the Harleston bound side.
- The Clerk has cancelled an unused web hosting package and set up the annual purchase of an SSL certificate for the parish web site.
- The government funded Kings portrait has been ordered.

**2024-25/45** 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**

2023/2438 The Falcon, erection of a fence within the boundary of the back garden to enclose a small garden (retrospective) – **support submitted 17/10/23**

2023/2797 Chapel Cottage- single story bathroom extension and 12 solar panels support submitted 27/10/23 – **Approved with conditions 2/2/24**

2023/2610 Manor Barn Guildhall Lane – Change of use of land to residential and install of photovoltaic panels – response of objection to reclassification of the land was submitted 3/10/23 Amendments received 11/1/24, Change of use extended to whole plot. Councillors confirmed their objections to reclassification and requested a condition to limit permission for use to install solar panels only – submitted 16/1/24 - **Approved with conditions 31/1/24**

2023/3823 Old Grange Farmhouse Colegate End Pulham Market Norfolk IP21 4XG - replacement garden room – No objections raised, support submitted 12/1/24 – **Approved with conditions 15/2/24**

2023/3630 Chapel Cottage, Ipswich Road – extension of outbuilding and installation of solar panels to main house No objections raised, support submitted 12/1/24 – **Approved with conditions 2/2/24**

**No New applications**

2024-25/46 Update on Coronation Plaque and car park garden.

**Council unanimously approved a revised quote from Bierton and sons, stonemasons for a wedge-shaped coronation plaque of £550.00 plus vat. This will be funded from monies held on behalf of the coronation committee.**

**Work has been completed on returfing and planting of the car park garden.**

2024-25/47 To receive and approve policies due for annual review. **Council received policies reviewed by the Clerk and policy working group approved all amendments and the adoption of the updated standing orders. Action documents will be updated on the parish website**

2024-25/48 To receive resignation from the Footpath Warden. **Council received the resignation and requested the Clerk send a letter of thanks. The vacancy will be advertised.**

2024-25/49 To further consider projects from the Clean up and Bloom Grant. **Council ratified expenditure on Turf and Roses for the Car Park Garden, from the Clean up and Bloom Grant. The remaining funds will pay to restock the PMMH planters during 2024.**

2024-25/50 To further consider removal of non-compliant items from the burial ground. **A working group will meet at the burial ground on 19<sup>th</sup> March 2024 at 10pm to commence removal of non-compliant items.**

2024-25/51 To receive the SAM report **A SAM report is not available this month**

### **To Ratify Expenditure**

2024-25/52 To receive and ratify the Bank reconciliation for February 2024 and the Financial Statement for March 2024 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 Herschel-Shorland approved the Bank reconciliations for February 2024; Cllr Alexander and Ford will authorise all payments for March 2024.**

The balance following presentation of the March Accounts transactions listed, will be £68,987.79

### **Approved March Accounts**

#### **Receipts**

| Date      | Details                                                    | Amount           |
|-----------|------------------------------------------------------------|------------------|
| Mar       |                                                            |                  |
| 23-Feb-24 | Cullum burial fees                                         | 90.00            |
|           | <b>Mar Total</b>                                           | <b>90.00</b>     |
|           | <b>Sub Total -Cumulative Current Account Income</b>        | <b>48,058.90</b> |
|           |                                                            |                  |
|           | <b>Sub Total -Cumulative Instant Access Account Income</b> | <b>815.13</b>    |
|           | <b>Total Income 2022/23</b>                                | <b>48,874.03</b> |

## Payments

| Date      | Payee                  | Description                                              | Payment | Gross     | Net       | VAT      |
|-----------|------------------------|----------------------------------------------------------|---------|-----------|-----------|----------|
| Mar       | 2024                   |                                                          |         |           |           |          |
| 11-Mar-24 | PMMH                   | Hall hire Feb 2024                                       | B/Trf   | 17.5      | 17.50     |          |
| 11-Mar-24 | Pulham St Mary pc      | 50% net contribution ~ provision parish phone            | B/Trf   | 146.63    | 146.63    |          |
| 11-Mar-24 | S Hewitt ~ Medler Turf | Reimbursement for turf village centre - Invoice for PMpc | B/Trf   | 190.8     | 159.00    | 31.80    |
| 11-Mar-24 | Sue Hewitt ~Roses      | Reimburse for Roses for village centre                   | B/Trf   | 74.46     | 74.46     |          |
| 11-Mar-24 | L Shulver              | WFH and Mileage                                          | B/Trf   | 35.5      | 35.50     |          |
| 11-Mar-24 | L Shulver              | Postage                                                  | B/Trf   | 2.4       | 2.40      |          |
| 11-Mar-24 | L Shulver ~ 123 Reg    | SSL and Annual Hosting                                   | B/Trf   | 172.65    | 143.87    | 28.78    |
| 27-Mar-24 | L Shulver              | Salary                                                   | B/Trf   | 609       | 609.00    |          |
| 27-Mar-24 | HMRC                   | PAYE month 12                                            | B/Trf   | 77.4      | 77.40     |          |
| 19-Mar-24 | Wave                   | Water to Pavillion                                       | DD      | 52.94     | 52.94     |          |
|           |                        |                                                          |         |           |           |          |
|           |                        |                                                          |         |           |           |          |
|           | Mar Total              |                                                          |         | 1,379.28  | 1,318.70  | 60.58    |
|           | Total Spend 2023/24    |                                                          |         | 35,378.33 | 32,555.53 | 2,822.80 |

**2 further payments were approved; G Leech £190.00 and CTS 23.36, full details will be included in the end of year adjustments for March.**

**2024-25/53** To consider the date for the April Meeting. **Council resolved to hold the the April monthly parish meeting on 8<sup>th</sup> April 2024**

**2024-25/54** The Clerk to provide and receive items for the next agenda.  
**Resolved to include;**

**To approve EOY accounts prior to submission for internal audit**

*Items for the village diary and/or magazine:*

*Chairmans Annual Report*

*Defib training*

*Flood Hotline*

*Advert for Footpath Warden*

*Police Elections*

*Litter Pick on 14<sup>th</sup> April 2024 commencing at 10.30pm*

*The meeting closed 9.45pm*

Signed.....

Date.....

## **Chairman's report to Pulham Market Parish Council 11<sup>th</sup> March 2024**

Since last PC meeting:

Geoffrey Watling Charity have asked for further info on proposed play equipment items for playing field. I have yet to respond with update. They do not decide until June.

I met with Simon Carson from HAGS playground equipment supplier. He has given me a figure including the installation with their preferred contractor (Premier Playgrounds based at Long Stratton) of just under £10k for the Swingo & ground level trampoline.

These were the two items preferred by the school children in the recent survey.

I am waiting to hear from him further re ideas for the roundabout.

I have asked where we might see these items in use.

I would hope to have this project finalised for council's approval at the April meeting.

Village garden area cleared and turfed by Gareth Leech.

Surplus soil taken to the school for their Forest School area.

Surplus turf used at rear of Memorial Hall.

I suggest a seat on the concrete pad – former base for the Hall's central heating gas tank.



Need to order new black bin for use at burial ground.

Blossom trees now cleared of light ready for Waveney Trees on 19<sup>th</sup>.

De Fib training booked for 18<sup>th</sup> April at Brewhouse.

New tennis net winder supplied FOC and fitted.

Someone has taken the broom from the court – replacement one now kept in pavilion.

Memorial Hall experienced some damage following unauthorised entry - incident to Steven Phillips for information.

Steve Hewitt  
11<sup>th</sup> March 2024

## County Cllr Martin Wilby Report

New measures to slow down drivers and make roads safer for pedestrians are to be introduced to more than 100 towns and villages across Norfolk. Just over £1m is due to be spent on 118 highway schemes, including vehicle-activated speed signs, bus shelters and new footpaths. The changes will be made through Norfolk County Council's parish partnership initiative to make towns and villages safer. First launched in September 2011, the scheme invites communities to bid for cash to make much needed improvements. NCC will put in almost £470,000 and the Safety Camera Partnership £44,000. Town and Parish councils match fund that money to pay the remaining cost of all the schemes – a contribution of about £485,000. Locally I have supported bids from Pulham St. Mary, Redenhall with Harleston, Scole and Brockdish.

Norfolk County Council's Adult Learning service has been rated as 'Good' by Ofsted. The latest report praised the service for its high-quality teaching and its positive impact on learners lives and careers. With an annual income of over £5million, Adult Learning worked with more than 6,000 learners in the 2022-23 academic year – a 50% increase in just one year! This makes it one of the largest adult education providers in the country. Devolution will allow for greater local control over the courses offered by NCCs Adult Learning service. This means that courses can be better tailored to meet Norfolk's most in-demand skills. Enrol now on one of the many courses on offer at [www.norfolk.gov.uk/adultlearning](http://www.norfolk.gov.uk/adultlearning)

With another tree-planting season coming to an end our One Million Trees for Norfolk project will reach the next major milestone of over 400,000 trees and hedges planted across the county by the end of March, increasing habitat for wildlife, helping flood alleviation and storing carbon. Planting is happening across the county, not just on large tracts of land but on small farms and in gardens – so everyone can take part. Knowing where trees and hedges have been planted will help us to understand where Norfolk's coverage is growing and its future impact. If you have planted any trees or hedges this year (or since November 2019) then let us know by adding it to our online map at [www.norfolk.gov.uk/planting](http://www.norfolk.gov.uk/planting)

The Apprenticeships Norfolk scheme has recently hit the £1m milestone of levy transfers a year ahead of schedule. Through the scheme, 90 businesses in the county have started 180 apprenticeships, from Level 2 through to Level 7, using unspent funds in Norfolk that would otherwise been returned to HM Treasury. The apprenticeship level is payable by organisations whose annual wage bill is more than £3m and equates to 0.5% of the bill. But if the business has undertaken all the apprenticeships that it has capacity to deliver, it can donate up to 25% of its annual apprenticeship levy to another organisation. Levy transfers are used to new apprentice starts, new recruits and existing employees. Businesses wanting to find out more about the scheme can visit the Apprenticeships Norfolk Website

A big Thank you to all local volunteers that have helped NCC with flooding issues throughout the winter especially recently in Harleston.

My next surgery will be on Saturday 6<sup>th</sup> April 10am at HIP

Best Wishes  
Martin