



**Minutes of Pulham Market Parish Council Meeting, held at The Brewhouse,
Pulham Market on Monday 13th February 2023, commencing at 7.00 pm**

Present: Cllr A Ford, S Hewitt, Cllr M Alexander, and Cllr A Schwier.

Parish Clerk: - Mrs L Shulver

Members of the public – 2

2022-23/146 Council received apologies from County Cllr Wilby, Cllr S Pietrzak and Cllr K Hammond Brewster. District Cllr Hudson gave apologies for late arrive as he was attending another meeting.

2022-23/147 To receive any declarations of personal or prejudicial interest from members on any items to be discussed and to consider any dispensations.

No declarations received.

2022-23/148 To approve the minutes of the meeting held on 9th January 2023. **Council unanimously agreed that the minutes were accurate record of the meeting held on 9th January 2023. Cllr Ford signed a hard copy.**

2022-23/149 The Clerk (and Councillors where necessary) to provide an update on the matters arising of the January meeting and provide any other information on actions that have been undertaken since the last meeting.

The following actions have been completed;

- The Local Planning Authority Compliance office has confirmed the generator being used at a property within the Copperfield development is not in breach of planning. This matter should be dealt with by the Environmental Services Community Protection Team. Council is aware this matter has been referred.
- Email reminder sent to Surgery and Patient Participation Group. No response has been received from the Surgery. The date of the defibrillator training will be moved back to May, to allow time for a required battery software update.
- As recommended in the 2021/22 internal audit, the Clerk has reviewed the website and made amendments for accessibility.

All links have been changed from 'click here' to appropriate descriptive links, so users know where a link will take them. Alt text has been added to all pictures included in 'notice posts' from the beginning of 2023, and will be added to pictures going forward. All 'notice posts' pre 2022 have been removed, annual maintenance will ensure all posts will become fully accessible. An accessibility statement has been added to the document folder on the website.

Cllr Schwier will review all club/business listings to ensure these are to-date.

Outstanding actions;

- A second quote from Mellor Metals has been procured. The cost to remove will be higher than the scrap value. Cllr Hewitt will procure a further quote and report back at the March meeting.
- Wall at PMMH, procurement of a contractor to clean bricks and rebuild remains ongoing. Cllr Hewitt will continue to investigate options.
- Council met Saffron Housing Neighbourhood team on 10th January 2023. Saffron was presented with a list of work required and agreed to work with the Council going forward. The Clerk has chased Saffron but is still awaiting an update. The Saffron Grounds Maintenance Manager advised work required to maintain the London Plane Tree in Falcon Road would require approval from South Norfolk and Broadland Tree Conservation team. The Clerk organised a meeting with the Assistant Conservation Office but Saffron failed to attend the meeting. The Clerk has advised Saffron that raising the Crown to 5 meters would be permissible, as would removing damaged limbs from the trees behind the recycle centre. She also requested work recommence on maintaining the overgrown shrub/hedge around the recycle centre. No response has been received from Saffron.
- UK power to attend to trees overhanging powerlines at Churchyard carpark. Last correspondence 11/4/22, work has been assigned.
- The Clerk has contacted Zoe Clarke reference Beckvale Community Car scheme – she is seeking confirmation from SNC on distribution of funds.
- Documents have now been received from the District Council on procedure/timetable for the Elections on 4/5/23. All Councillors will read information received. A short session will take place prior or following the March meeting, to ensure Councillors wishing to be nominated have all relevant information to complete nomination documents.

Action: The Clerk/Councillors

2022-23/150 To receive reports on matters of interest to the parish from District and County Councillors. **Cllr Hudson was delayed.**

2022-23/151 *The meeting was adjourned to hold the public forum.*

Council was provided with an update on the Environmental Services Team management of complaints raised on noise and pollution from extended use of a generator within a residential area.

A community meeting has been scheduled to discuss commemorating the Coronation of Charles III, on Monday 6th March at 7pm in the Pulham Market Memorial Hall. Council will ask if funding is available from the District Council to assist with organising events to celebrate this occasion and the Parish Council will make representation at the meeting.

1 member of the public left the meeting.

2022-23/152 To receive correspondence from parishioners

A request has been received to consider planting a permanent Christmas Tree on The Green. Council have considered this matter in the past and remain in agreement that a permanent tree, positioned to allow for easy lighting would block access and use of the Green for other annual events. The cost of providing a suitable tree would be expensive as would the cost to maintain. The Clerk will thank the parishioner but advise the planting of a permanent tree will not be permitted at this time.

A complaint has been received on overhanging growth from trees and hedging at the playing field to neighbouring property. The Clerk will contact the contractor to ensure the perimeter hedging has been cut back in line with the current contract. Council requested

the Clerk responds to the parishioner giving permission for them to remove overhanging growth on their land that may be causing an obstruction.

2022-23/153 Planning working party to provide recommendations on each new planning application presented, full council to consider and ratify comments and verdicts to each application

2018/0111 2018/0112 – Outline Planning Permission – **Council submitted no comment – Amendments received 28/1/22, remains pending consideration.**

2022/0949 - Farm diversification project for 16 acre field to maize maze, cut flowers and play area. Seasonal opening to school holidays.

Location: Land North Of Ashleigh Farm Wood Lane Pulham Market Norfolk – **Following site visit and consideration of amended plan submitted by the applicant – Submitted support provided no objection raised by highways - 23/07/22**

2022/1439 & 1440 – Single storey extension.

Location Walnut Cottage Station Road Pulham Market Norfolk IP21 4TE – Submitted support with conditions **Approved with conditions.**

2022/1346 - Two storey side extension with porch and internal alterations. New garage

Location: 2 New Cottages Wood Lane Pulham Market Norfolk NR15 2UX – Submitted support 30/8/22 **Approved with conditions.**

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**

Received notice from NCC in connection with Side Roads Order to facilitate the Long Stratton Bypass **No further comments submitted**

2022/2251 – ground mounted solar array 246 solar panels.

location: Goodies Farm Shop Frenchs Farm Wood Lane Pulham Market Norfolk IP21 4XU – **Submitted support 19/1/23**

2023/0003 – Erection of new dwelling and garage

Location: Land South Of 23 Mill Lane Pulham Market Norfolk

Submitted support 25/1/23

New Applications (since January meeting)

2018/0111 Land East of the A140 – outline permission for 1275 dwellings. Primary School and community facilities. Bypass including roundabouts and junctions.

The only impact of this application on the village will be travel towards Norwich - No further comment on this application is required at this time.

2023/0167 – single storey rear extension and detached garage, including other alterations to existing bungalow

Location: Burgeland Place 23 Mill Lane Pulham Market

No objections raised submitted support 14/2/23

Action: The Clerk will submit responses.

The District Council arrived and provided additional details on current planning applications and on the Village Cluster Housing Allocation Plan. Council may wish to consider a Village or Joint Pulham Village Plan, to ensure delivery of the housing allocation for Pulham St Mary allows for the best possible outcomes for Pulham Market/The Pulhams.

District Cllr Hudson advised Council that no grant funding is currently available from the District Council for events to celebrate the Kings Coronation.

The District Council element of the Council Tax is due to be considered this week but it is anticipated that this will be frozen.

District Cllr Hudson reminded Council of procedure and details of the May 2023 Elections.

Cllr Hudson and the remaining member of the public left the meeting 8.35pm

2022-23/154 To consider comment on Village Cluster Housing Allocation Plan Submission – Reg 19 **Council confirmed no comment required.**

2022-23/155 To consider comment on Greater Norwich Local Plan, focused consultation on sites for Gypsies and Travellers. **Council confirmed no comment required.**

2022-23/156 To consider value and removal of storage unit at the burial ground. **Moved to March meeting, following procurement of 3rd quote.**

2022-23/157 To consider Beckvale Community Car Scheme final report. **Moved to March meeting, awaiting report.**

2022-23/158 To adopt Pulham Market Code of Conduct Policy Document and review/amend/ratify current policies requiring annual review. **Council confirmed adoption of the Pulham Market Code of Conduct Policy Document. The Policy working party has made recommendations for amendments to current annual review documents and the burial ground policy documents. The Clerk will circulate copy of all amended documents to all members. Confirmation should be sent by all members to the Clerk advising that the policies have been read and understood.**

Councillors further reviewed the recommendations to the burial ground policy documents. It is hoped that by making them clearer, applicants will fully understand the policy rules to be followed. Councillors are now regularly reviewing the burial ground and monitoring the condition to ensure the area is maintained to a high level. Council have noted that following the additional work carried out to cut back the perimeter, there are still several overgrown brambles protruding. Councillors requested the Clerk advise the contractor.

Action: The Clerk and Councillors

2022-23/159 Consider commemorating the Coronation of Charles III, over the weekend of 6th – 8th May 2023. **Moved to March meeting, awaiting report following the community meeting on the 6th March 2023.**

2022-23/160 To consider informing parishioners of the Parish Council Election in May 2023. **Council agreed to use the Annual Parish Meeting, the village diary and village notice board to advertise the May elections.**

2022-23/161 To consider request to use The Green on 17/6/23 to hold the Horticultural Society Fair. **Council confirmed use of the Green for this event. Notice of acceptance will be sent to applicant and details included on the parish website and diary.**

2022-23/162 To receive the SAM report
There will be no report this month, but publication will resume next month.

2022-23/163 To ratify return of £1,000.00 Norfolk Community Foundation Grant. **The grant was provided to pay for volunteer's expenses, printing and admin during response to the Covid- 19 pandemic. There were no costs submitted to the Parish Council. Council ratified the return of this grant.**

2022-23/164 To ratify £17.50 contribution towards heating/electric for use of the Brewhouse for the January Parish Meeting. **£17.50 was ratified by Council and a cheque raised and signed in line with the Council's mandate.**

2022-23/165 To receive and ratify the Financial Statement for February 2023 and agree councillor authorisation.

Council unanimously ratified the Financial Statement for February 2023 and resolved it to be an accurate record of the Council's current financial position.

Action: Cllr Alexander & Ford to authorise all payments on the February Finance schedule and the additional payment to NCF

The balance following presentation of the February Accounts transactions listed, will be £53,224.08

Approved February Accounts

Receipts

Date	Details	Amount
Feb		
17-Jan-23	TUFC annual hire of football/playing field	450.00
	Feb Total	450.00
	Sub Total -Cumulative Current Account Income	35,868.13
	Sub Total -Cumulative Instant Access Account Income	232.99
	Total Income 2022/23	36,101.12

Payments

Date	Payee	Description	C No	Gross	Net	VAT
Feb	2023					
11-Jul-22	Play online	Vat removed as no vat invoice provided			1.56	- 1.56
09-Jan-23	PMMH	Room Hire December	B/Trf	17.5	17.50	
25-Jan-23	Weighmans LLP	Legal cost ref 2020/0073905309/36707	B/Trf	8000	8,000.00	
30-Jan-23	Valda Energy	Pavillion supply to 10/2/23	DD	12.86	12.25	0.61
03-Feb-23	N Power	Streetlights Jan in Energy Bill Relief	DD	30.9	29.43	1.47
13-Feb-23	L Shulver	Mileage and WFH	B/Trf	43.3	43.30	
13-Feb-23		Brewhouse Hire for January	Chq 300008	17.5	17.50	
25-Feb-23	L Shulver	Salary	B/Trf	587.60	587.60	
25-Feb-23	HMRC	PAYE mth 11	B/Trf	58.80	58.80	
	Feb Total			8,768.46	8,767.94	0.52
	Total Spend 2022/23			47,239.91	42,645.40	4,594.51

2022-23/166 To consider the date for the Annual Parish Meeting. **Council resolved to hold the APM on Monday 13th March 2023. To be held in PMMH and to commence at 7.00pm.**

2022-23/167 To consider the date for the March Meeting. **Council resolved to hold the March Parish Meeting on Monday 13th March 2023. To be held in PMMH immediately following the APM**

2022-23/168 The Clerk to provide and receive items for the next agenda.
Resolved to include;

Consideration of;
Value of storage unit at burial ground (if available)
BCC Scheme final report (if available)
To further consider commemorating the Coronation Charles III
Ongoing consideration of the Burial Ground.

Items for the village diary and/or magazine:

Community Meeting to consider commemoration of the Kings Coronation 6th March 2023.

The Elections 4th May 2023

Annual Parish Meeting 13th March 2023

The open meeting closed 9.25

Confidential Minute

Signed.....

Date.....