



Minutes of Pulham Market Parish Council Meeting, held at Pulham Market Memorial Hall on Monday 13th May 2024, commencing at 7.00pm

Present: Cllr S Hewitt, Cllr A Ford, Cllr Schwier, Cllr S Pietrzak, Cllr M Alexander and Cllr S Herschel-Shorland
Parish Clerk Mrs L Shulver
District Cllr Hudson arrived during the meeting.
Members of the public – 0

2024-25/72 To appoint a Chair

The Clerk asked for nominations for the position of Chair, Cllr Schwier nominated Cllr Hewitt. Cllr Hewitt advised he would be happy to stand for a further year. This nomination was seconded by Cllr Pietrzak and unanimously agreed. An acceptance of office was duly signed by Cllr Hewitt and countersigned by the Clerk.

2024-25/73 To appoint a Vice Chair

Cllr Hewitt nominated Cllr Alexander. Cllr Alexander advised she would be happy to be re elected as Vice Chair so long as no other councillor wished to stand. Cllr Ford seconded Cllr Alexander's nomination and the motion was unanimously agreed.

2024-25/74 To receive apologies for absence. County Cllr Wilby and District Cllr Thompson provided apologies. Reports provided.

2024-25/75 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.

2024-25/76 To approve the minutes of the meeting held on 8th April 2024. Council unanimously agreed that the minutes were an accurate record of the meeting held on 8th April 2024. Cllr Hewitt duly signed a hard copy.

2024-25/77 To consider revisions to annually reviewed policies.

Council confirmed all annually reviewed policies were reviewed in February, no further revisions are required at this time but will be reviewed if required throughout the coming year.

2024-25/78 To confirm/Appoint representatives to:-

Semere Recreation Ground Trustees: J Furmero confirmed

Town Estate: Cllr Alexander & Cllr Schwier confirmed

Tenec Trust: Mrs J Thorp & Mrs G Frankland confirmed.

Planning Working Party: Full council confirmed

Burial Ground Working Party: Cllr Schwier, Cllr Ford, Cllr Alexander and P Schwier confirmed – Full council will assist as required.

Footpath Warden: Currently Vacant.

Tree Warden: **Cllr Pietrzak will continue to cover, pending procurement of a new warden.**

Action Plan: **Full council confirmed**

2024-25/79 To approve Action Plan

Council ratified approval of the Action Plan, this will remain under ongoing review and amended or expanded if required.

2024-25/80 To consider the General Power of Competence.

Council resolved not to adopt GPC.

2024-25/81 To ratify the banking mandate

Current banking mandate of direct debit payments to Valda Energy, Wave, SSE and ICO were unanimously ratified.

2024-25/82 To receive report from the Chairman, Cllr Hewitt.

Cllr Hewitt gave his report, copy attached.

2024-25/83 To receive reports on matters of interest to the parish from District and County Councillors.

District Cllr Thompson and County Cllr Wilby submitted reports, copy attached

2024-25/84 Public Forum – no members of the public were in attendance

2024-25/85 To consider correspondence from parishioners

A letter has been received from a parishioner regarding concerns about the cutting of primroses on the bank below the church wall in Station Road.

Action – Council requested the Clerk respond, thank the parishioner for their email, the contents of which have been noted by Council and to advise that Council will communicate with the contractor, providing instruction on work as required.

To receive reports and ratify further action if required

2024-25/86 The Clerk to provide an update on the matters arising from the **April** meeting and provide any other information on actions that have been undertaken since the last meeting.

- Work to cut back the boundary at the football ground has not yet been completed **ACTION** – The Clerk will contact the contractor
- NCC have now advised the replacement of the broken village sign has been scheduled. **ACTION** The Clerk has been requested to again report the damaged 30mph sign, in Colegate End Road.
- Katie Spillman (KS), SNC surface water drainage officer, has provided further dates for a meeting with councillors **Action** upon reflection, Council agreed that as the ditch issue raised in March is now being investigated by Norfolk County Council, the Clerk should thank KS, but advise a meeting is not now required.
- Letters have been sent to some exclusive right owners at the burial grounds, highlighting issues with non-compliance with the regulations. One response has been received, with a report of uneven ground. **Action** The Clerk will organise for

a notice to be erected at the burial ground advising of uneven ground. **Action** The burial committee will carry out a further inspection of the burial ground at the on 31/5/24.

- The King's Portrait has been received **ACTION** The Clerk will store until after the next PMMH meeting.

2024-25/87 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**

New applications

2024/1062 1 New Cottages Wood Lane Pulham Market, proposed internal alteration, removal of outbuilding and single storey extension to dwelling. Council considered the application to be an improvement and size appropriate for the site. **Support will be submitted by 14/5/24**

2024/1207 18-24 Mill Lane Pulham Market, removal of variation of condition S37/S19. Council considered the variation; they agreed the proposed building is well screened and they are happy to support proposed expansion of a local business **Support will be submitted by 24/5/24**

2024/1174 Hedge to be removed to aide drainage works land off track south of Guild hall Lane. Council is concerned the application has not been completed accurately as the proposed hedge to be removed is over 30 years old. Council also requires confirmation of the length of hedge proposed for removal as the area hi-lighted on the application plan is approximately 200 meters and not 50 meters stated on the application **The Clerk will request clarity prior to responding on this application - response required by 30/5/24**

District Cllr Hudson arrived, following attendance of two meetings in Dickleburgh

Cllr Hudson advised that following the recent by-election the conservatives no longer hold a clear majority on the district council, there are now 23 conservative seats and 23 seats held by other parties. It is anticipated that this will further promote a more collaborative work ethic.

Nominations for the South Norfolk Community Awards 2024 remain open. [South Norfolk Community Awards 2024 – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://southnorfolkandbroadland.gov.uk)

CPRE Norfolk has organised a one-day conference on 22nd May at Dereham Memorial Hall to give advice and guidance on steps parish councils can take to reduce the risk of

flooding in their local area. Free tickets available right now. [Flood Management Conference - 22nd May 2024 - CPRE Norfolk](#)
District Cllr Hudson left the meeting

2024-25/88 To consider asset register and insurance cover for 2024/25. **Council confirmed accuracy of the asset register. Cllr Herschel-Shorland will carry out a physical audit of the assets in September.**

The parish council insurance broker has now been taken over by Clear Insurance Management Ltd. The new broker still specialises in parish council insurance and offers a competitive policy provided by Aviva. The Clerk procured a second quote for comparison. **Council agreed to remain with Clear Insurance for a 3 year term and ratified £1,122.83 for 2024/25 cover. This expenditure is within the budgeted allowance.**

2024-25/89 To further consider playground project. **No further approval required at this time.**

2024-25/90 To receive CIL report for 2023/24. **Council received the CIL report prepared by the Clerk. Council held £2,213.59 CIL at the end of the 2023/24 financial year. The report will be submitted to SNC.**

2024-25/91 To ratify the annual Rospa inspection in June. **Council agreed it would be better to postpone the inspection until work on the playground project has been completed. Cllr Hewitt will postpone the inspection.**

2024-25/92 To receive the SAM data report. **Council received the report, which will be added to the council's website.**

To receive presentation of 2023/24 accounts and ratify expenditure for May

2024-25/93 To receive EOY Accounts for 2023/24
Council ratified final receipts and payments for March 2024 adjustments, the balance at the end of the year was £69,227.07

- To approve the presentation of the end of year accounts 2023/24
- To receive the Annual Governance and Accountability Return 2023/24 Part 3

Council approved presentation of the end of year accounts and received the Annual Governance and Accountability Return for 2023/24 Part 3

- To receive the Internal Audit Report from TN for 2023/24

The internal audit report stated that there was no evidence of the annual policies being reviewed. The annually reviewed policies were reviewed and included in the March minutes 2024-25/47.

The internal auditor has recommended Council consider adopting an expense policy. The Clerk will prepare a draft for approval.

- To review the effectiveness of Internal Controls 2023/24

The internal audit report noted the council's general reserves are approx 50% of the precept, proper practice state it would be best to hold 12 months costs. Council considered this recommendation but concluded that their earmarked reserves are maintained a sufficient level to cover potential expenditure during a 12-month period.

- To approve the Annual Governance Statement 2023/24
- To approve the Accounting Statement 2023/24

Council completed the Annual Governance Statement 2023/24, which was signed by the Chair and the Clerk.

Council unanimously approved the Accounting Statement 2022/23, prepared by the RFO and this was signed by the Chair.

Action: The notice of public rights and publication of unaudited annual governance and accountability return will be displayed by 30th May 2024. The accounts will be available for inspection from Monday 3rd June 2024 until Friday 12th July 2024. The Clerk will submit the required documents to PKF Littlejohn LLP prior to the deadline for External Audit.

2024-25/94 To receive and ratify the bank statements and finance statement for May 2024. To agree councillors to approve payments.

Council unanimously ratified the Bank and Financial Statements and resolved them to be an accurate record of the Council's current financial position. Cllr Herschel-Shorland approved the Bank Reconciliation.

Action: Cllrs Alexander and Ford will authorise all payments for May 2024.

The balance following presentation of the March Accounts transactions listed, will be £85,046.06

An additional payment the parish insurance 2024/25 will be raised as this is due by the 1/6/24. This payment will be included in the June accounts.

Approved May Accounts

Receipts

Date	Details	Amount
May 2024		
03-Apr-24	Payment from EofE Coop - in error	89.00
12-Apr-24	Burial fee - P Crisp	140.00
17-Apr-24	VAT	2,938.81
26-Apr-24	SNC 1st precept payment	15,015.00
30-Apr-24	Burial fee - CJ Alexander	90.00
03-May-24	Burial fee - MJ James	140.00
	May Total	18,412.81
	Sub Total -Cumulative Current Account Income	18,412.81
	Sub Total -Cumulative Instant Access Account Income	-
	Total Income 2024/25	18,412.81

Payments

Date	Payee	Description	Payment	Gross	Net	VAT
May	2024					
09-Apr-24	Cuzens	1/4ly streetlight maintenance charge	B/Trf	24	20.00	4.00
13-May-24	L Shulver	Expenses for April 2024	B/Trf	32.9	32.90	
13-May-24	L Shulver	Stamp for parish council use - Allotment letters	B/Trf	17	17.00	
13-May-24	S Hewitt - Reimbursement	Earsham Gravel - Stones for village garden	B/Trf	6	5.00	1.00
13-May-24	S Hewitt - Reimbursement	Refresments for defibrilator training	B/Trf	17.98	17.98	
13-May-24	S Hewitt - Reimbursement	Turf for Memorial Hall	B/Trf	112.14	112.14	
13-May-24	P Kaschner	Reducing concrete pad at Memorial Hall	B/Trf	120.00	120.00	
13-May-24	PMMH	Hall hire March and April	B/Trf	35.00	35.00	
13-May-24	Tina Newby	Internal Audit	B/Trf	130.00	130.00	
13-May-24	CTS	Paint/brushes for village maintenance	B/Trf	41.48	34.57	6.91
30-May-24	L Shulver	Clerks Salary	B/Trf	609.00	609.00	
30-May-24	HMRC	PAYE Mth 2	B/Trf	77.40	77.40	
	May Total			1,222.90	1,210.99	11.91
	Total Spend 2024/25			2,593.82	2,579.91	13.91

2024-25/95 To consider the date for the June Meeting. **Council resolved to hold the June parish meeting on 10th June 2024**

2024-25/96 The Clerk to provide and receive items for the next agenda.
Resolved to include;

Feedback on burial ground inspection

Items for the village diary and/or magazine:

*Tennis Court – open play evenings
D Day exhibition reminder
Music Day
Billingford Mill*

The meeting closed 9.20 pm

Signed.....

Date.....

Chairman's report to Pulham Market Parish Council 13th May 2024

Since last PC meeting:

I was sorry to hear that Mick Thawley passed away on the 8th May. Mick who was known to many of you had been ill for some time but managed to keep active right up until recent weeks. He was the most diligent and well organised treasurer for the Memorial Hall Management Committee.

Sunday 14th April saw the annual litter pick in the village, Thanks to Su Pietrzak for organising as usual.

The Green, together with the playing field and the cemetery has been cut twice since the last PC meeting, firstly by Luke (11 years with TOPS) and secondly by one of Tom's

new workers. For the moment they are not cutting the area at the rear of the hall, nor obviously the grass around the sign.

The Defibrillator Training session held on Thursday 18th April at the Brewhouse was attended by 14 parishioners. The session was ably organised and led by Jim Whiteside (First Responder for the East of England Ambulance Service) and assisted by his sister Lucy Chapman.

I have given them each a bottle of wine by way of thanks from the parish council.

Roger Manley has painted the white rails and post at each end of Church Walk (Old Bakery and Barnes Road). He has also done 2 coats of wood preservative on the picnic bench at the playing field and painted black tar varnish on the cement render on the wall at the rear of the Memorial Hall. He also plans to revarnish the notice board at the cemetery.

Improvements to the area at the rear of Memorial Hall continue. Paul Kaschner has cut away surplus concrete on the old gas tank pad, which is now ready for a seat which the Pulham Market Society have agreed to pay for (same style as provided by Saffron at the end of Falcon Road). Wording on the seat's top bar to read 'PULHAM MARKET SOCIETY 2024'. The area has been turfed and reseeded in places to provide what should be an additional village centre amenity.

The 3 King Charles 111 roses have been planted in the grassed area by the sign. Dennis Bartrum has cut that area twice now (£10.00 per cut). He has also painted the edging stones white and repositioned them to deter motorists from running over the grass edge!

Someone has taken the winder from the tennis court net. Having first wound the net right down. I have refixed the net to the correct height, but have not left the spare winder in situ.

I proposed we include a 'turn up and Play' night for June, July and August in the village diary as we had tried last summer. Wednesday evenings 7 to 9.

Tasburgh United still have some league games to play and plan to continue into the summer with some friendlies and regular training. They plan to use the 14 x 7 youth size goals next season. I have explained to them that the parish council will retain ownership of them although TUFU will purchase and own the wheels for their use. The pitch has held up extremely well and will not need any areas to be reseeded this summer. I have yet to arrange the reinstatement of some of the tyres on the BMX track which the club sponsor had agreed to carry out for us. I will also take the opportunity to have them remove the see say. I would suggest we offer the old see say to the Men's Shed Project who may wish to refurbish for some future use?

Steve Hewitt 13th May 2024

County Cllr Martin Wilby Report

At the Annual General Meeting of Norfolk County Council, Councillor Stuart Dark was elected as Chairman of the Council for the coming year and Cllr Tom FitzPatrick was elected vice Chairman. Stuart has dedicated his year in office to celebrating the achievements of volunteers. He said "I look forward to celebrating the remarkable contributions of our volunteers and organisations over the next twelve months, and to doing my bit to encourage more people to get involved and lend a hand. At the same meeting Kay Mason Billig was elected as leader of the council for the coming year and Andrew Jamieson deputy leader.

At the meeting on the 8th May. Cabinet agreed Norfolk County Council's Annual Review report for 23-4 as well as the new Council delivery Plan for 24-5 which sets out the

priorities for this coming year. Highlights of the council's performance over the last year include. Agreeing a £600 million-plus devolution deal to bring powers and funding from Westminster to Norfolk. Spending £1.5 million per day on adult social care, including help for 11,000 people to return home from hospital. Securing £49.5 million of Government funding to improve bus services, with an 18% rise in passenger numbers. Delivering ultra-fast broadband to more than 6,900 premises, with superfast broadband now covering 97.3 % of properties. Serving more than 1.8 million library customers. Key priorities for this year include, delivering of the devolution deal and an economic strategy for Norfolk, to boost jobs and skills. Delivering better quality, local and affordable care for children, including foster carers. Continuing to deliver supported living housing programmes for adults. Delivery of library hubs. Completing the roll-out of LED streetlighting to cut costs and carbon emissions.

Preparations for a devolution deal to bring more powers and funding to Norfolk are to be considered at the next Infrastructure and Development committee meeting. There are three reports that will pave the way for major investment in infrastructure, skills, housing, and transport, subject to a vote in July on introducing a leader, elected by the public. A report to enable transfer of the Government's £12.8 million per year adult skills budget to Norfolk. A report on how the county and district councils have worked on a pipeline of brownfield site regeneration projects, to develop up to 500 homes using £7 million of devolution funding. A report on how the £20 million investment fund will be administered, with involvement of district councils and other partners in advising the directly elected leader and cabinet on funding decisions.

Improvements at Norfolk Fire and Rescue Service (NFRS) are evident with positive progress in many areas, according to a recent report. His Majesty's Inspectorate of Constabularies and Fire and Rescue Services (HMICFRS) found NFRS had improved in five key areas since its last inspection. The report recognised the service's sound financial management, positive working culture, and the high priority it gives fire prevention. Particular praise was given for 'promising practice' in significant incident and multi-agency fatal fire reviews, which are improving outcomes both locally and nationally. A date for your diaries is the next Open Mill day at Billingford on Saturday June 8th 12am – 4pm

My next surgery is on Saturday June 1st at HIP 10am
Best Wishes

Martin

Cllr Delme Thompson:
Report for Pulham Market Parish Council, May 2024.

Reminder - Nominations for the South Norfolk Community Awards 2024 close next weekend. All shortlisted nominees will be invited along to the awards ceremony at Glen Lodge, and the winner in each category will receive £250 to give to their chosen community group or voluntary organisation.

- Young Achiever Award - A young person (aged 18 and under) who has made an exceptional contribution to their community.
- Community Organisation of the Year - A community organisation who has made a significant impact to the community.

- Business in the Community Award - A local business or commercial organisation that has gone above and beyond to support the local community.
- Volunteer of the Year - An individual who selflessly devotes their time and energy to the community.
- Environmental Champion Award - An individual, school or community organisation who has made an extra effort to have a positive impact on the environment.
- Connecting Communities Award - An individual, school or community organisation that has gone out of their way to encourage communities to come together and promote inclusivity.
- Lifetime Achievement Award - A person who has dedicated over 20 years of their life to the community, volunteering for the benefit of others and deserves special recognition for their efforts and commitment.
- Town or Parish Councillor of the Year - A Town or Parish Councillor within the South Norfolk District that has shown commitment and service to their community.
- Healthy and Active Award - An individual, school or community organisation that has gone above and beyond in facilitating healthy and active lifestyles.

Closing date for South Norfolk is 19th May. [South Norfolk Community Awards 2024 – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://southnorfolkandbroadland.gov.uk)

Apply for it!

There is now a simplified page layout on the SNC website to help people access the application processes for a wide range of resources – whether they wish to apply for a recycling bin, find out about community grants or even job vacancies at the council. I hope councillors and parishioners find this useful. [Apply for it online – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://southnorfolkandbroadland.gov.uk)

SNC supporting Mental Health Awareness Week 13 – 19 May.

Tea & Talk. **Long Stratton Leisure Centre Wed 15 May, 10am to 12pm**

Bring a friend for a friendly cuppa, and SNC Mental Health Champion Claire, will be on hand if you'd like to have a chat with her. There will also be a bake sale!

Sunday 19 May - Long Stratton Leisure Centre - 3 unique sponsored classes

- Totally Shredded Fancy Dress – Join us for a fun fancy dress themed Totally Shredded Class.
- Yoga and Meditation for your mental health – learn techniques to help with your mental health.
- Zumba Glow – A free and fun Zumba Glow class designed to get you moving.

Full details: <https://southnorfolkleisure.co.uk/mental-health-awareness-week/>

Tots2Teens - May Half Term Bookings now open.

Young people aged 5 to 16 who live or attend a school in Broadland can enjoy a wide range of fun activities, including cake decorating, D-Day themed and Pride themed arts and crafts, and sports. The activities will run from Tuesday, 28 May, to Friday, 31 May, at a variety of locations. Free snacks are provided for all children.

[Book now for Tots2Teens May half term activities – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://southnorfolkandbroadland.gov.uk)