



Minutes of Pulham Market Parish Council Meeting, held at Pulham Market Memorial Hall on Monday 16th Dec 2024, commencing at 7.00pm

**Present: Cllr S Hewitt, Cllr Pietrzak, Cllr Herschel-Shorland, Cllr Holland and Cllr Alexander. County Cllr Wilby.
Parish Clerk Mrs L Shulver
Members of the public – 3**

2024-25/167 To receive apologies for absence. Apologies were accepted from **Cllr Schwier, District Cllr Thompson, and District Cllr Hudson. Cllr Ford attended prior the meeting, noting she had read the documents and would be available to contact, while attending another event within the village.**

2024-25/168 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.

2024-25/169 To approve the minutes of the meeting held on 11th November 2024. **Council unanimously agreed that the minutes were an accurate record of the meeting held on 11th November 2024. Cllr Hewitt signed a hard copy.**

2024-25/170 To receive report from the Chairman

Copy of the Chairmans report attached. ACTION the payment for HAGS, currently in the accounts for December, will be held pending completion of the install of the swings.

2024-25/171 To receive reports on matters of interest to the parish from District and County Councillors.

Reports from County Cllr Wilby and District Cllr Thompson are attached.

Cllr Wilby gave his report.

Cllr Wilby and Councillors discussed devolution, following the governments announcement that this is now back on the agenda. Suggestions for Suffolk and Norfolk are, one Major with unitary councils/authorities below. Possibly Suffolk, Norfolk and Greater Norwich.

Cllr Hewitt raised park and ride services, and possibly extending this service to additional Joining points on a Sunday as traffic into the city carparks is quite congested, he also noted the closure of some of the public conveniences in the city. Cllr Wilby noted that requirement for the park and ride services has reduced since the pandemic, but that parking and public conveniences within the city are the responsibility of the City Council.

2024-25/172 Public Forum. **1 member of the public was in attendance to observe and 2 members of the public were in attendance to further discuss speeding through the village with Council.**

The community speed watch volunteers have been looking at how other parish approaches the addressing of speeding through villages. Examples were discussed. The group have provided a full report that was passed the Chairman. **Action** This matter will be included on the January agenda.

The group are keen for Parish Council to consider a working party approach; with the additional back up, support of the Parish Council, it is hoped that this will improve the working relation with the County Council in progressing improvements. The group highlighted the NCC speed management strategy, that appears to support requested improvements already made by the group. **Action** All these points will be considered by councillors and again discussed at the January meeting.

2 members of the public and the County Councillor left the meeting.

2024-25/173 To consider correspondence from parishioners.

Council have received notice of difficulty procuring space to park in the village car park. The Council were disappointed to receive this information. **Action The Clerk will respond to the parishioner, explaining that the Parish Council have taken on a custodian role and responsibility for maintaining the car park but have been unable to obtain legal ownership status of this area, which remains unregistered. The Parish Council are therefore unable to mark out spaces, designate disabled or family parking. The Parish Council will write to all business owners, within proximity of the carpark and remind them the area is unregistered and for communal use. Pending agreement to proceed, Council will also notify businesses of planned work to resurface part of the carpark. This work will be funded partially by the Parish Council and a grant from the County Councillor.**

Council have received notice of a discrepancy of reservations within the burial ground and the cremation area. **Action This matter will be included on the January agenda**

To receive reports and ratify further action if required

2024-25/174 The Clerk to provide an update on the matters arising from the **October** meeting and provide any other information on actions that have been undertaken since the last meeting.

- The grass cutting contractor has cut the football pitch as requested but has not responded on missed cuts at the beginning of the year or confirmed a price should additional cuts be required. **Action** The Clerk will send a follow up email.
- 24/14613/STRW55 flytipping in the ditch fronting Julians Way properties - SNC have confirmed they will assess to see if the area is safe to collect the flytipping, but no work has taken place. **Action** The Clerk will chase again but it may still be necessary to contact Saffron and NCC again and remind them of Riparian Rights & Responsibilities of landowners of land either side, if there is nothing in title documents to recognise the ditch otherwise, as the ditch along the whole frontage is becoming overgrown/full with earth, grass, and weeds.
- No response has been received from Rob Pratt, NCC, on the Bus Stop flag. **Action** The Clerk will chase again and provide information on a new bin at the January meeting.
- The Clerk applied on 3/12/24, for the grant from Norfolk Armed Forces Covenant 2025 – 80th Anniversary VE and VA day.
- The Clerk is collating application forms from volunteers for the CWS. She hopes to move forward with this in the new year.

- Cllr Holland confirmed both potholes in Colegate End Road have now been filled.
- The Clerk confirmed she has reported the lights out in the walkway from Falcon Road to Bank Street, and the overgrown and dangerous condition of pathways from Julians Way to Mill Close and Mill Lane. Saffron have advised they will attend the Julians Way pathways this week.

2024-25/175 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**

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

2024/2052 Hill House, Ipswich Rd, Pulham Market, Replacement of 3 **Support submitted 28/8/24, Approved with conditions 19/11/24**

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

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**

2024/3178 Orchard Farm Bush Green Pulham Market Norfolk IP21 4YB - Erection of a pergola and pavilion outbuildings. **Support submitted 13/11/24, Approved with conditions 29/11/24.**

No new applications

Consideration of a confidential planning matter was moved to the end of the meeting.

2024-25/176 To consider scope from Spire Solicitors LLP, to register PMMH.
Councillors unanimously ratified approval of £750.00 plus vat and any relevant disbursements. Action The Clerk will clearly mark the map to confirm the location to be registered and ownership status of neighbouring land

2024-25/177 To consider submitted quotes to maintain an area of 85m2 of the village car park. **Councillors unanimously agreed a quoted from Waterfield & Sons Ltd for**

£4,250.00 + vat. A grant for £2,000.00 from the County Councillor will be off set against this expenditure. ACTION Cllr Hewitt will contact the contractor.

2024-25/178 To consider cost to purchase a 2nd defibrillator

There is currently a community defibrillator match funding grant, available from the Dept of Health and Social Care. This would enable the purchase of a unit and external heated cabinet for £750.00 excluding vat. Council considered the benefit of being able to provide a unit at the playing field, the cost to supply and the cost of ongoing maintenance. Council ratified approval of this expenditure if the Clerk can procure the match funding grant to purchase. Action The Clerk will apply for a grant.

2024-25/179 To consider replacement of the grit bin at Mill Lane/Jocelyn Close. Council do not believe they purchased this grit bin. Action the Clerk will report the bin via the Highways website and await feedback.

2024-25/180 To receive SAM report. A problem has been identified on the SAM machine. No report is available this month.

To Ratify Expenditure

2024-25/181 To receive income and expenditure to date for 2024/25 Council received the report prepared by the Clerk

To consider draft budget 2025/26 and submission of precept request by 13/1/24. Council discussed the draft budget prepared by the Clerk and the Budget/precept working group. Council ratified the proposed changes recommended. Council requested the IT budget is increase by a further £200 for the laptop to be assessed for windows 11 compatibility and the training budget is increased by a further £200.00 to allow for new councillor training.

Cllr Hewitt proposed the precept request for 2025/26, is submitted for £30,430.00, a £400.00 increase in the precept request for 2024/25. This was seconded by Cllr Alexander and unanimously agreed. The tax base provided by South Norfolk and Broadland Council has increased slightly to 413, this will mean the additional cost of the proposed precept will equate to a charge of £73.68 for the average band D charge. An increase .60% or .44p pa.

Action The Clerk will notify both councillors not present of the agreed precept for 2025/26 and submit the application before 13/1/25

2024-25/182 To receive and ratify the Financial Statement for December 2024, approve the bank reconciliation for November 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: Pietrzak approved the November 2024 Bank Reconciliation. Cllr Alexander and Ford will authorise payments for December 2024.

The balance following presentation of the December Accounts transactions listed, will be £71,993.51

Approved December Accounts

Receipts

Date	Details	Amount
Dec	2024	
08-Nov-24	G Bates - Burial Fees	180.00
12-Nov-24	P Crisp - Burial fees	35.00
21-Nov-24	Mr & Mrs Lim - Burial Fees	100.00
03-Dec-24	R&E Baldry - Burial Fees	35.00
	Dec Total	350.00
	Sub Total -Cumulative Current Account Income	41,484.19
30-Jun-24	Interest	452.19
30-Sep-24	Interest	509.42
	Sub Total -Cumulative Instant Access Account Income	961.61
	Total Income 2024/25	42,445.80

Payments

Date	Payee	Description	Payment	Gross	Net	VAT
Dec	2024					
12-Nov-24	S Hewitt	Plants for PMMH tubs- from Clean and Bloom	B/Trf	13.96	11.63	2.33
27-Nov-24	Valda	Sports Pavillion Electric	DD	8.46	8.06	0.40
27-Nov-24	L Shulver	Salary Nov - inc back pay to april 24	B/Trf	760.00	760.00	
27-Nov-24	HMRC	PAYE Mth 8	B/Trf	145.94	145.94	
16-Dec-24	L Shulver	WFH/Mileage	B/Trf	43.30	43.30	
16-Dec-24	P H Newby	Hedge cutting at Mill Lane	B/Trf	312.00	260.00	52.00
16-Dec-24	HAGS	Play Equipment - swings and matting	B/Trf	2,400.00	2,000.00	400.00
19-Dec-24	Wave	Water to pavillion	B/Trf	37.41	37.41	
23-Dec-24	L Shulver	Salary Dec	B/Trf	618.80	618.80	
23-Dec-24	HMRC	PAYE Mth 9	B/Trf	92.80	92.80	
31-Dec-24	Unity Bank	Bank Charges	B/Trf	6.00	6.00	
	Dec Total			4,438.67	3,983.94	454.73
	Total Spend 2024/25			39,679.36	34,668.79	5,010.57

Council agreed to hold the payment to HAGS until the install of the swings are complete. An additional payment of £59.86 will be raised to reimburse S Hewitt for refreshments for the tree lighting event, this invoice will be included in the January accounts.

2024-25/183 To consider the date for the January Meeting. **Council resolved to hold the January parish meeting on the Monday, 13th January 2025**

2024-25/184 The Clerk to provide and receive items for the next agenda.

Resolved to include;

Community speed watch, Burial ground policy amendment on reservations. Replacement bin for the bus stop.

Items for the village diary and/or magazine:

Thanks to volunteer for Christmas tree preparation/event and Christmas meal event.

Advertising for Councillor and CSW volunteers.

Quarterly Neighbourhood Policing Meeting

Details of the confirmed precept for 2025/26

The member of the public left the meeting

Confidential Minute

The meeting closed 9.30 pm

Signed.....

Date.....

Chairman's report to Pulham Market Parish Council 16th December 2024

Thanks to John Young who as usual erected this year's Christmas Tree on the Green, to Ivan Alexander and others who put up the lights, to Malcolm Young who switched them on, and to all the parishioners who joined in the evening celebrations at the invitation of the parish council on Monday 2nd December. The catering team made everything look so easy and the arrangements ran very smoothly!

And of course thanks to those who will carry out the reverse sequence after 6th January! I also would like to thank all those who have volunteered over the past year in helping to keep the village looking tidy and well loved. In particular, Jackie & Barry Lond, Roger Manly & Rich Hall.

Madeline, our vice chair and all of you on the council, I thank for your interest and involvement in all the things we have to deal with, guided of course along the way by Lisa our valued parish clerk.

I should also mention my wife Sue for her help, support and tolerance.

We are lucky with our County Councillor Martin Wilby and our two District Councillors, Clayton Hudson and Delme Thompson all of whom take an interest in village matters.

Playing Field

HAGS have delivered the additional swing set to Premier Playgrounds at Long Stratton who may be able to erect them before Christmas. Once this has been done and the replacement hangers fitted to the existing swing set we can then review to balance of monies left – hopefully at the January meeting.

TUFC have confirmed that they will not require use of our 14×7 goals in situ at the field. I will approach the organisation using South Green Pulham St Mary to see if they are interested in buying them.

Grass Cutting

TOPS cut the playing field grass as requested for the November/December games, but as I understand have not commented on cuts they owe from the beginning of the year?

I believe the hedge bordering Leshan bungalow has been cut both sides by Jane's gardener?

Burial Ground

As some of you may be aware a limb from one of the yew trees broke away 2 weeks ago and fell across some graves. Mike Canham and Paul Schwier very kindly cleared the wood, but it does remind us that there are 2 groups of 4 yews at each end of the central pathway that need inspection, clearing of ivy and cutting into a good shape. I propose we ask Waveney Trees to have a look at them in the early new year. I also propose we ask Philip Newby to take the top off the newly planted hedge along the burial ground extension.

Rectory Terrace Traffic Concerns

I will draught a proposal for council's approval to send to Gary Overland & Martin Wilby after our January meeting. It is important we pursue this matter further. I know Jackie Groom and other residents have put together some proposals which we may hear at this meeting.

Colegate End Road

I have reported both of the serious pot holes to NCC Highways – the one by The Grange and the other opposite Chestnut Farm. The more who report these problems on the NCC website, the sooner they get resolved – we hope!

Steve Hewitt 16th December

County Cllr M Wilby Report

Norfolk has come first for the second year in a row in the National Highways and Transport survey on roads and transport. The annual survey showed again that the highest satisfaction among 29 UK counties and authorities was to be found in Norfolk which achieved an overall score of 49 the average overall score amongst our peers this year was 44. People from across the county gave the highest above average scores in satisfaction with the condition of the highways, local bus services and traffic levels and congestion. In total Norfolk was at or above the national average across 24 of the 27 key Benchmark Indicators. Highlights from this years survey include: Norfolk achieved higher than average on all but 1 of the public transport metrics. The provision of electric vehicle charging points has seen an improvement of 31.3%. Provision of cycle lanes, we ranked top for satisfaction up from 4th last year. Safety of children cycling to school has increased from coming 7th last year to 1st this year. Satisfaction with how we deal with potholes and damaged roads has increased from coming 6th last year to 3rd this year.

Norfolk County Council is looking to use £1.15m of the £6.7m allocated to the county through the Household Support Fund to keep people warm and help them make ends meet. The county council will use £0.75m to partner with local organisations, including, Age UK and Citizens Advice Bureau, to reach some of those most affected by the changes to the Winter Fuel payments. They will also put £400k into the 'warm spaces' scheme which provides vital respite in community spaces across the county. The proposals also include £3.6m to continue providing cost-of-living vouchers for families eligible for means tested free school meals. This is in addition to: £1.00m to Norfolk Assistance Scheme, £0.70m to local councils to provide proactive and crisis support and £0.25m to Adult Learning to continue free access to a range of courses to help with cooking at home, budgeting and digital skills.

More than 200 apprentices have been able to start at businesses and organisations across Norfolk thanks to a scheme that has transferred £2.2m to where it is most needed. Apprenticeships Norfolk's Levy Support Scheme enables unspent funds, which would otherwise be returned to HM Treasury, to be transferred to employers that can use them to fund apprenticeships, for new or existing staff. Aviva, BBC and the University of East Anglia (UEA) are just some of the organisations to transfer their unspent levy to the Apprenticeship Norfolk programme, which, in its second financial year has reached its £2m milestone in transfers. To find out more about the Levy Support Scheme, you can visit the Apprenticeship Norfolk Website or email apprenticeships@norfolk.gov.uk or on 0344 800 8024

Lifesaving defibrillators for use by the public are now available at more than half of Norfolk's fire stations thanks to the extension of a successful project. Norfolk Fire & Rescue Service is committed to saving lives every day. The Defibrillator project has been spearheaded by firefighter Chris Baker who has been involved in getting other community defibrillators in place across Norfolk. The machines are simple to use and offer step by step guidance to enable people to try and restart a heart. All fire crews in Norfolk also carry defibrillators on frontline appliances.

Wishing everyone a very Happy Christmas and a Healthy New Year.

Looking forward to 2025 **Best Wishes Martin**

Cllr Delme Thompson – Report for Pulham Market Council December 2024.

Christmas Activities

Firstly, my thanks to all who are helping put on the many community activities across the parish this Christmas season. It is great to see, and very much appreciated by parishioners! My wife and I hope to join you for Carols on the Green on Thursday.

Christmas lights, fairs and fun events – A list of Christmas events across the District
[Love Local Christmas in South Norfolk | Broadland and South Norfolk](#)

2 hours free parking on December Saturdays

On 14 and 21 December enjoy two hours free parking in Harleston, Diss, Wymondham, Long Stratton, Loddon on the three Saturdays leading up to Christmas Day. Instead of the usual one. You still need to get a ticket when you park.

Christmas Photo competition open until 17th December - Win a hamper!

[Make it local this Christmas! | Broadland and South Norfolk](#)

New Groups meeting in the community? Apply for a Go For Grant!

My understanding is that more than one local group may well be able to apply. [Go For It Grant | Broadland and South Norfolk](#)

SNC Budget Consultation open until 20 December,

Please use the following link to share what you feel should be the investment priorities
[South Norfolk Council - Budget Consultation 2025/26](#)