



Minutes of Pulham Market Parish Council Meeting, held at Pulham Market Memorial Hall, Pulham Market on Monday 16th October 2023, commencing at 7pm

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

Parish Clerk Mrs L Shulver

County Councillor County Cllr M Wilby

Members of the public – 1

2023-24/107 To receive apologies for absence. Council accepted apologies from County Cllr S Herschel-Shoreland, District Cllr C Hudson and District Cllr D Thompson

2023-24/108 To receive any declarations of personal or prejudicial interest from members on any items to be discussed and to consider any dispensations.

No declared's an interest received

2023-24/109 To approve the minutes of the meeting held on 11th September 2023. Cllr Ford noted typos for amendment. Council unanimously agreed that the minutes were an accurate record of the meeting held on 11th September 2023. Cllr Hewitt signed an amended hard copy.

2023-24/110 To received report for the chairman, Cllr Hewitt.

Cllr Hewitt gave his report, copy attached. Cllr Hewitt highlighted damage to the village sign entering the village from Colgate End Road and speed sign. Action – The Clerk will report village sign to SNC and speed sign to NCC Highways.

2023-24/111 To receive reports on matters of interest to the parish from District and County Councillors.

District Cllr Thompson provided his report, copy attached

County Cllr Wilby gave his report, copy attached – Council requested information on Transport for Norfolk Car scheme and Fostering be included in the Parish Diary.

Cllr Wilby updated Councillors on work commencing, covering the ditch in Tattlepot Road, commencing 23rd October 2023.

Cllr Wilby left the meeting at 19.40

2023-24/112 A member of the public attended the meeting to observe.

2023-24/113 Correspondence received requesting permission to purchase and store football goals at Mill Lane recreation area. Council declined permission because of insurance and policy issues. Action – The Clerk will respond to parishioner,

advising the 12x6 goals owned by the Parish Council and located in Mill Lane, are available for use by parishioners.

To receive reports and ratify further action if required

2023-24/114 The Clerk to provide an update on the matters arising from the September meeting and provide any other information on actions that have been undertaken since the last meeting.

- The Clerk has contacted 3 solicitors for further advise on requirement and cost to provide an amended lease trust deed for Pulham Market Memorial Hall. **Action - Further information will be provided when available.**
- The Clerk has been advised by NCC that they are continuing to correspond with the owner of the Lime Trees causing an obstruction in Colegate End Road by the bus stop.
- Saffron Housing Trust are communicating with Cllr Hewitt on siting a bench by the bus stop in the village centre. They have advised the Clerk that the alley ways to Mill Lane and Road will be assessed for maintenance.
- Council considered letter received from FS, NCC PROW officer, in response to concerns raised by Council. Council requested the Clerk thank FS, advise Council will await NCC update and will also monitor progress on work carried out. **Action – The Clerk will respond and also thank NCC for replacement of bridge on FP6.**
- **Cllr S Herschel-Shoreland has completed a comprehensive physical audit of the parish assets, further discussion on updates and amendments will be discussed at the November meeting when Cllr S Herschel-Shoreland is in attendance.**
- NALC have advised they are unable to provide bespoke Cemetery training for Councillors. **Action -The burial ground committee will meet at the Brewhouse on 6th November at 10am to discuss next steps. The Clerk will book the Brewhouse.**
- There continue to be technical issues with the SAM but the unit continues to be relocated around the village to monitor speed issues. A volunteer has come forward to assist with collation of the data provided by the SAM **Action - Cllr Hewitt is pursuing a solution to the technical issues and will work with the new volunteer when the unit is in full working order.**
- The Clerks appraisal took place on 22nd September 2023, conclusion will be included on the November Agenda.
- Overgrown Lime trees causing obstruction by bus stop Peter Thompson NCC sending letter to property owner. The Clerk will chase **Action Clerk**
- The Clerk asked Council to consider commemorating D Day 80 Anniversary in 2024. **Action – A request for ideas from the Parish will be included in the Parish Diary**

2023-24/115 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 –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 – All amended documents available on the LPA site **Further comment, if required to be submitted by 13/7/23**

No further comment

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

2023/0003 – Erection of new dwelling and garage

Location: Land South Of 23 Mill Lane Pulham Market Norfolk

Submitted support 11/1/23

2023/1211 Change of use from swimming pool enclosure to residential dwelling including new garaging Location Grid Ref 621254 287725 Land East Of East Of Tennis Court Bush Green Pulham Market Norfolk – **Submitted support if application meets requirements 14/6/23**

2023/1958 Erection of 4 new industrial buildings – **Submitted neutral stance, requesting that in determining this application South Norfolk District Council are satisfied that there will be: No adverse impact on the surrounding countryside and environment. The total number and size of units at the premises is proportionate and acceptable. Appropriate measures are put in place regarding hours of operation and type of usage for the proposed industrial units.**

2023/2266 Walnut Tree Cottage, Erection single storey extension, revised design to permission 2020/1348 **Circulated to councillors, no objections raised submitted support 14/8/23**

New applications

2023/2610 Manor Barn Guildhall Lane – Change of use of land to residential and install of photovoltaic panels – **response of objection was submitted 3/10/23**

Application 2023/2610 was circulated to Pulham Market Planning Committee. An objection was raised on the need for land to be reclassified as residential to install solar panels. A strong objection was raised to additional land being made available for future development.

The committee raised no objection to the proposed install or solar panels.

2023/2438 The Falcon, erection of a fence within the boundary of the back garden to enclose a small garden (retrospective) – **No Objections were raised by Council a request to consider support will be submitted 17/10/23**

2023-24/116 To consider membership of the Planning Committee. Council unanimously agreed that all Councillors should be included on the Planning

Committee to allow full and transparent consideration between meetings. Action
The Clerk will update the action plan, to reflect change of membership.

2023-24/117 To further consider coronation committees proposal to deliver a village enhancement project. **No update was available; this item will be moved to the November agenda.**

2023-24/118 To receive update from PMMH on improvements programme. **The CCTV has been removed from the hall, the garden has now been secured and improvements have commenced to the outside area. Action – The Clerk will update parishioner, who previously highlighted issues.**

2023-24/119 To consider update on Beckvale Community Car Scheme. **Cllr Hewitt provided a report, Council unanimously agreed that sufficient provision is currently available for community transport from the Travel Norfolk Car Scheme. Action -The Parish Council will promote this initiative via their media platforms. Cllr Hewitt will work with the Chair of PSMpc, SNC and the BCC administrator to close the old scheme.**

2023-24/120 To consider dates for 2024 parish meetings. **Dates for 2024 confirmed as;**

8th January 2024
Held at The Brewhouse – Action – to be booked

12th February 2024

11th March 2024

8th April 2024

13th May 2024

10th June 2024

8th July 2024

9th September 2024

14th October 2024

11th November 2024

9th December 2024

Further consideration of meeting start time will be included on the November agenda.

2023-24/121 To consider moving the parish filing cabinet to the Brewhouse, for security and archive purpose. The Clerk confirmed she can provide secure storage in a fire protected cabinet for security of sensitive documents. **Council unanimously agreed the remaining documents will be filtered for archiving to be sent to NCC records and any historic Information for public interest will be moved to the Brew House.**

To Ratify Expenditure

2023-24/122 To consider quotes for additional grounds and village maintenance. A quote has been procured, but 2 additional quotes will be required to comply with Councils financial policy. **Action – Councillors will send information to the Clerk of details for alternative contractors and the Clerk will book appointments for site visits.**

2023-24/123 To consider funding for work to lower wall and improve area to the rear of the memorial hall. However, the Memorial Hall trustees can apply for funding from Pride

of Place towards paving the area vacated by playgroup and create a usable outside area for hall users at a total cost of £14,503.29. **Council unanimously agreed, as owners of the hall, leased to the PMMH trustees, that they fully support the trustees in their application for 50% funding for this project.**

The PMMH have advised that they have funds available to provide their 50% towards the usable outside space project and 50% of the cost of lowering the wall project.

Council unanimously agreed to provide £1,282.50 towards the lowering of the wall project. Which will be match funded by the PMMH trustees. Action Cllr Hewitt will engage contractors.

2023-24/124 To discuss and ratify £250.00 + £50.00 delivery, plus vat, to provide a 20ft Xmas Tree for the Village Green. Council unanimously agreed £300.00 to cover the cost of this provision and to fund the hosting of a Xmas Tree lighting event during the 1st week of December. **Action The Clerk will confirm delivery of the tree towards the end of November, book the hall for an event during w/c Monday 4th December and advertise this in the Parish Diary.**

2023-24/125 To consider renewal of CPRE. **Council unanimously agreed to renew their annual membership of CPRE at the standard rate of £36.00**

2023-24/126 To receive and ratify the Bank reconciliation for September 2023 and the Financial Statement for October 2023 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 Pietrzak approved the Bank reconciliations for September 2023 and Cllr Hewitt and Alexander will authorise all payments for October, including 2 payments raised after completion of the October accounts, for emptying of the septic tank £140.00 and the provision of plants for the Memorial Hall flower boxes £37.34. Both payments will be included for approval in the November accounts.

The balance following presentation of the October Accounts transactions listed, will be £67,477.09

Approved October Accounts

Receipts

Date	Details	Amount
Oct		
29-Sep-23	2nd Precept SNC	14,440.00
	Oct Total	14,440.00
	Sub Total -Cumulative Current Account Income	32,726.38
30-Jun-23	Interest	235.65
30-Sep-23	Interest	285.81
	Sub Total -Cumulative Instant Access Account Income	521.46
	Total Income 2022/23	33,247.84

Payments

Date	Payee	Description	Payment	Gross	Net	VAT
Oct	2023					
20-Sep-23	Wave	Water to Pavillion	DD	31.76	31.76	
30-Sep-23	Unity Bank	Bank Charges	DD	18.00	18.00	
03-Oct-23	Evergreen Boiler Service	Repair to toilet at pavillion	B/Trf	54	54.00	
16-Oct-23	Waveney Tree Specialist Ltd	Maintenance of Trees	B/Trf	540	450.00	90.00
16-Oct-23	CAN	Annual Membership	B/Trf	20.00	20.00	
16-Oct-23	NALC	Autumn Conference	B/Trf	25.00	25.00	
13-Oct-23	ICO	Annual subscription	DD	35.00	35.00	
16-Oct-23	Cozens	1/4ly charge maintenance	B/Trf	24.00	20.00	4.00
16-Oct-23	L Shulver	Expenses	B/Trf	39.40	39.40	
24-Oct-23	L Shulver	Salary	B/Trf	576.80	576.80	
24-Oct-23	HMRC	PAYE Mth 7	B/Trf	69.60	69.60	
18-Oct-23	N Power	Street light September	DD	50.54	48.13	2.41
	Oct Total			1,484.10	1,387.69	96.41
	Total Spend 2023/24			21,262.84	19,438.07	1,824.77

2023-24/127 To consider the date for the November Meeting. **Council resolved to hold the November Parish Council Meeting on Monday 13th November 2023. To be held in the PMMH, commencing at 7pm**

2023-24/128 The Clerk to provide and receive items for the next agenda.

Resolved to include;

Additional quotes for GM within the village, if available.

Further consideration of update from Coronation Committee.

Consideration of Budget 2024/25

Action Plan 2024/25

Clerks' appraisal conclusion

Consideration of actions identified at the Burial Committee Meeting.

Asset Audit

Items for the village diary and/or magazine:

Transport for Norfolk

Fostering Norfolk

Suggestions from Parishioners for D Day 80 Anniversary

Lighting of the Xmas Tree, w/c 4th December 2023

The meeting closed 9.00pm

Signed.....

Date.....

Chairman's report to Pulham Market Parish Council 16th October 2023

Since last PC meeting:

19th Sept – met with Darryl Parr (Chairman PMMH) & Julie Jillings (Secretary PM) and Andy Sexton (SNC) at Horizon Building to combine and finalise “Pride in Place” application.

21st Sept – PMMH management committee meeting. It was proposed and agreed to remove the CCTV cameras from the main hall and the committee room.

25th Sept – met with Zoe Clarke (BCC scheme coordinator) & Mark Scanlan (Chairman PstM PC) at Pennoyers to discuss the scheme ahead of putting proposals to the 2 parish councils.

26th Sept – attended with Cllr Ann Ford the Institution, Induction & Installation of our new rector for the Benefice the Reverend Carl Melville. A happy occasion!

4th Oct – attended Norfolk Association of Local Councils Autumn Conference and AGM at The Nest (NCFC Community Sports Foundation venue at Horsford) Some interesting speakers & trade stands (HAGS playground equipment) AGM business was not concluded as the Association had no accounts to present.

11th Oct – Sent further information regarding PMPC finances to Delme Thompson & Clayton Hudson as requested in support of CAF application towards funding for playing field equipment.

12th October – received results of survey carried out at the school (121 pupils) on type of play equipment they would like to see at the field. Ground level trampoline was clear favourite by 50% of the children.

Around the village (jpegs shown at meeting)

Trees Falcon Road – now awaiting seat

Grit spreader from container – surplus to requirements (To be offered to the School/to remain in village use)

Footbridge Dunnings Lane FP6 – Workhouse Walk

Recycle Area – neatly trimmed & dead trees removed

3 items of play equipment – school survey

Walkway to Mill Close – Saffron to clear

TOPS village centre – poor work

Trees Mill Lane by playing field – PC / Highways responsibility?

Dilapidated signs – Colegate End Road!

Steve Hewitt

16th October 2023

Cllr Delme Thompson
Report for Pulham Market Parish Council October 2023.

CAF Application

As discussed at the last PC meeting, I have worked with the Chair and SNC officers to submit an application in the name of the Parish Council, for £10,000 towards refurbishing the village playground. Councillor Hudson has also been named in the submission, and is supportive.

While the fund is not normally available to Parish Councils, there is an option to apply for support where a project falls beyond the council's financial capacity. The current level of reserves and precept may raise further questions on affordability, however, supporting documents have been included in the application to show that the vast majority of reserves and current year's budget, are already allocated / restricted.

I will be attending the panel meeting on Friday 20th October to speak on behalf of the application and will of course share any news ASAP.

CityFibre

I have received a general update from CityFibre, who won the Project Gigabit contract in June to bring gigabit capable broadband to around 62,000 premises across Norfolk and surrounding areas.

They aim to complete survey work by the end of this year, and begin roll out in early 2024, with first connections expected to go live after this. Initial info suggest 5yr roll out. Residents and businesses will be able to choose from a range of internet service providers.

The latest project information, including an FAQ and a way for residents and businesses to register for updates, is available at www.cityfibre.com/projectgigabitenorfolk. Feedback from County Councillors (who oversee internet projects in the area – not the district council), is that as and when CityFibre get going, they will run alongside County Broadband not instead of.

Finance, Resource, Audit and Governance Committee, 22 September

To optimise accountability and ensure diversity of thought, we recommended that Council appoint an independent person to the committee in addition to the current members. This will go before full council on 16 October.

General update: Asset of community Value - Criteria Clarification re South Norfolk House in Long Stratton

Following numerous queries as to why the application by Long Stratton Town Council to have the former council office building designated an Asset of Community Value was unsuccessful, I asked officers to clarify the criteria. The feedback received was as follows:

In order for a building that is currently not being used to be classed as an ACV there needs to be a time in the recent past where a principle use of that building furthered the social wellbeing or interests of the local community. South Norfolk House does not meet that criteria as it's principle use was to facilitate the delivery of council duties.

If ACV status was granted, and subsequently challenged – it would be impossible for the officers to legally justify that South Norfolk House was not principally built and used as a local Government office for the purpose of discharging the Councils functions.

Next Steps

The deadline for submitting bids to purchase the premises has now passed. The officers and an independent reviewer are assessing all bids received, to determine whether each submission is genuinely proceedable, (reasonable proof of funds etc). All those that meet the 'proceedable' criteria, will then be passed to councillors for review, prior to a final decision being taken at a full council meeting in the near future.

Kind Regards Cllr Delme Thompson

MW Report 16th October 2023

I was very pleased to attend the recent service at Dickleburgh Church for the Induction and Installation of The Reverend Carl Melville as Rector of Dickleburgh, The Pulham's and Starston by The Right Reverend Graham Usher, Bishop of Norwich. I wish Carl every success in his new role and look forward to working with him over the coming years.

Norfolk County Council is looking for individuals who want to make a positive impact by becoming a volunteer driver for the Travel Norfolk Car Scheme. The scheme offers a chance for people to contribute their spare time while providing essential transportation for those who may face challenges in getting to where they need to go. The Travel Norfolk Car Scheme plays a crucial role in ensuring eligible adults can reach vital health, social and wellbeing services through essential journeys. Passengers contribute 45p per mile towards the cost of the journey plus any car parking fees. If you are interested in joining the scheme please visit www.norfolk.gov.uk/volunteerdrivers or by phone on 0344 800 8020

A Norfolk Fire and Rescue Service (NFRS) programme which has educated more than 80,000 children about fire safety is marking its 20th anniversary. Crucial Crew, a popular fire safety and prevention initiative for Year 6 schoolchildren, aims to deliver seven events around the county this academic year reaching around 6,000 students. The service's Protection and Prevention Team has played a key role in empowering children and young people to help spread crucial safety messages over the last two decades, with their vital work earning an award nomination at the inaugural Flourish Awards. The free programme sees NFRS work alongside partners including Norfolk Constabulary, NHS, Road Safety, Norfolk Prepared, RNLI, East Anglia Air Ambulance, St Johns Ambulance, HM Coast Guard and Cadent Gas.

Norfolk Fostering is part of Norfolk County Council. There are over 1,000 children and young people in care in Norfolk. Many are looked after by foster carers. Norfolk Fostering Service always needs more people who can provide the strong, stable and secure family environments that can help change more young lives in our county. If you are interested in fostering, or have more questions, please get in touch with our friendly team by calling on 01603 306649 or text fostering to 87222 or visit the website www.norfolk.gov.uk/fostering and complete an initial application form.

The development of a new bypass for Long Stratton enters a new phase following confirmation of the full planning permission by South Norfolk Council for it's construction, along with over 1,800 new homes, new employment land and a site for a new primary school. NCC has worked in collaboration with SNC, Norfolk Homes Ltd and Norfolk Land Ltd to develop proposals to deliver a long-awaited bypass of Long Stratton on the eastern side of the town, which will cut congestion and support the local economy. This is a significant step towards construction as it enables NCC to now seek delegated authority from its Cabinet to submit a Final Business Case to Government, which once approved will release the vital funds needed to build the new road.

Best Wishes Martin