



PULHAM MARKET PARISH COUNCIL

Mrs W Alcock email clerk@pulham-market.co.uk Tel: 07352 165326

Minutes of Pulham Market Parish Council Meeting held at Pulham Market Memorial Hall. Monday 13th October 2025, commencing at 7.00pm

Present: Cllr S Hewitt (SH), Cllr M Alexander (MA), Cllr Schwier (AS), Cllr Holland (DH), Cllr Ann Ford (AF), Cllr Tony Wickins (TW), Cllr Sara Herschel-Shorland (SHS), Cllr A Mutimer (AM) and District Cllr Delme Thompson

Parish Clerk Mrs W Alcock
Members of the public – 0

Apologies received from Cllr Martin Wilby and Cllr Clayton Hudson.

1. To consider accepting apologies for absence

Cllr Susan Pietrzak (SP),

2. To receive any declarations of personal or prejudicial interest from members on any item to be discussed and consider any dispensations.

None received.

3. To approve and sign the Minutes of the last meeting held on 8th September 2025.

2025-26/74 - Council agreed that the minutes were an accurate record of the meeting held on the 8th September. Cllr SH duly signed a hard copy of the minutes.

4. To receive a report from the Chair.

Chair gave an overview of his report which is available in full in **Appendix A**.

a) Consider application for grant for Village Gateway Signs

Cllr's SH and TW met with NCC Highways representative Gary Overland and discussed positioning for a Village Gateway sign. The only suitable location due to the size of the sign is the entrance to the village approaching on Harleston Rd from Pulham st Mary. The cost per sign is £4260.00, funding is available for 50% of this from NCC.

Following a discussion Council considered whether to proceed with a grant application to purchase the gateway sign and where funds to support this could be found.

2025-26/73 - Council agreed not to proceed with this project based on cost.

Cllr Hewitt outlined changes to road signs and markings which Gary Overland has offered to make to the village.

- b) Consider proposals for a bus shelter on Colegate End Road, Pulham Market

Cllr SH has obtained quotations for installation of a bus shelter on Colegate End Road. The cost for a bay shelter with perch seats and all installation expenses is £3624 excluding VAT. 80% of the cost can be claimed through a grant which would leave a balance of £724.80 to pay by the Parish Council if successful in the application.

Cllr DH asked if other areas had been considered, or if service users had been asked if they would like a bus shelter. SH said that a survey had not taken place yet. Neighbourhood consultation would need to be carried out and a street licence would also need to be applied for before the bus shelter could be installed.

Council thanked Cllr SH for all his work on the proposal.

2025-26/74 - Council considered the proposal and decided not to proceed at this moment in time as they didn't feel that there was evidence that a bus shelter would be welcomed by residents .

5. To receive reports on matters of interest to the parish from District and County Councillors

District Cllr Thompson gave the following report:-

- Congratulated everyone who attended the Horticultural Society event on Friday.
- Gave an update on the LGR. SNC have submitted a 2 unitary authority option.
- Town and Parish Forum – 12th November at the Horizon Building.
- Winter Pressures grant funding up to £500 from unlimited groups within the parish. This grant will be first come first served.
- Community Action grant funding open before Christmas up to February 2026.

Cllr Thompson's full report is shown in **Appendix B**.

County Cllr Wilby was not in attendance but provided his report which was circulated to Council and is shown in **Appendix C**

6. **Parishioner public forum** – No members of the public were present.

7. To consider correspondence from parishioner/s if any received.
- a) Report of damage to footpath by Falcon PH.

Council considered the complaint. It was felt that this damage to the surface of the car park had not been caused by the grass cutting contractor no further action would be taken.

8. The Clerk (and Councillors where necessary) to provide an update on the matters arising from the minutes of the last meeting and provide any other information on actions that had been undertaken since the last meeting.

The Clerk referred to her report previously circulated to Councillors.

Council was informed that the insurers have requested that future inspections of the car park should be recorded. A template was provided in the report to be used and passed back to the Clerk as evidence of Council's due diligence for issues arising at the Car Park.

Action: Weekly rota on a 9-week cycle starting with SH. Clerk to raise a spreadsheet for the rota and instructions on how to complete and save the inspection sheet.

9. To receive report on SAM data and report from the Community Speedwatch Group. The SAM reports have not been received at the time of the meeting but would be circulated to Council and posted on the website when available.
- a) To consider and identify budget to upgrade the SAM unit to include Bluetooth data collection and remote data collection options.

Cllr SH outlined his report for upgrading the SAM 2 unit. It was noted that funding hasn't currently been identified for this expenditure.

2025-26/75 - Council discussed the report and felt it was not appropriate to update the SAM 2 Unit at this time.

10. Planning

a) Planning application for consideration

- I. 2025/2778 – 4 Colegate End Road, Pulham Market – Proposed two storey side and single storey rear extension.

2025-26/76 - Council considered the application. Pulham Market Parish Council would like to ensure that the existing drainage was not compromised when building the new extension but has no objection in principle.

- II. 2025/2541 - 19 Hillcrest Court Ipswich Road Pulham Market Norfolk IP21 4YJ - Proposal: Replacement windows - Application Type: Listed Building Consent

2025-26/77 - Council considered the application and feel that is in keeping with the rest of the building. No objection.

- III. 2025/3022 - Falkland House Colegate End Road Pulham Market - Proposal: Side Extension, replacement porch, new en-suites and replacement windows

2025-26/78 - Council considered the application it noted that the proposed floor plan was not submitted with the plan but with no objections

- IV. 2025/3023 - Falkland House Colegate End Road Pulham Market - Proposal: Side Extension, replacement porch, new en-suites and replacement windows – Application type: Listed building consent.

2025-26/79 - Council considered the application for listed building consent – no objection.

b) Council to note planning decisions received

- a) 2025/2147 – Brooksyde, Bank Street, Pulham Market – Demolition of existing single storey extension and construction of new single storey rear extension. – Approved with conditions.
- b) 2025/2439 – 23 Mill Lane, Pulham Market – Proposed garage and carport – Approved with conditions.

Planning decisions were noted.

11. Finance & Governance

- a) Council to note the bank reconciliation to the 30th September 2025.

The bank reconciliation was noted. See Appendix D

- b) Council to note receipts since the last meeting – The receipts were noted.
- c) Council to approve payments since the last meeting.

2025-26/80 - The payments as presented for this meeting were approved. See Appendix E.

- d) Council to note the Budget Monitoring Report to date.

The Budget Monitoring Report was noted.

- e) To agree two Councillors to authorise payments for the next month.

2025-26/81 - Cllr DH and Cllr MA to authorise payments for the next month.

- f) Requirements for and decisions required for the new Assertion 10 for external audit for 2025/26

The Clerk summarised the report previously circulated to Council. The requirements for Assertion 10 are now mandatory and the Council must comply.

- i. To decide on the most appropriate option to be compliant for the domain name of .gov.uk for email and website.

2025-26/82 - Council agreed to accept the quotation from Norfolk ALC for provision of the .Gov.uk domain name for both email account and the website including hosting the website and the provision of Councillor .Gov.uk email addresses. Clerk to make arrangements for this to proceed.

- ii. To adopt the revised IT Policy as presented in line with the requirements of Assertion 10.

2025-26/82 - Council agreed to adopt the IT Policy as presented.

12. Playing Field

- a) Receive report from Councillors who attended the meeting with UKPN at the playing field on the 30th September.

Proposed removal of overhead electricity line at the Playing Field by UKPN. Cllrs SH and TW met the UKPN representative at the playing field. Alternative routes for the cabling were discussed to those in the original plan. UKPN will consider the proposals, and we await a decision on how they will progress. It was noted that there have been some delays in obtaining responses from UKPN so it may be some time before a decision is reached.

- b) Review of fees for Tasburgh Football Club for 2025.

2025-26/83 - The fees for Tasburgh Football Club to use the playing field were agreed to remain at £450.00 to be reviewed again at the renewal of the contract in September 2026.

Action – Clerk to raise invoice.

13. Car Park

- a) To consider next steps regarding the planters on the car park.

Cllr MA asked if HSE should be informed of the risk of the planters. **Action:** Clerk to check with SNC from a Health and Safety perspective in relation to the planters.

Publican should be informed that the liability for any damage or injury caused by the planters remain with the PH and not the Parish Council.

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- b) To agree a rota for car park inspections.

As discussed at agenda item 8.

14. Correspondence

- a) Unity Trust interest rates – Noted
- b) Flooding survey – Any comments to be passed to the clerk.
- c) Passenger First Network – Noted.

15. Other Considerations

- d) To consider details for inclusion in the Parish Diary and Parish Magazine.

- South Norfolk Help Hub
- Christmas Tree switch proposed 1st or 4th December. AF to confirm by the end of the week. Parishioners to arrive by 6:50pm. Lights will be switched on at 7:00pm to follow in the Memorial Hall for refreshments.
- SCAM message regarding winter fuel payments please be careful with any messages you receive. Any persons who qualify for this payment will receive it automatically.

- e) The Clerk to provide and receive items for the next agenda.

- Burial ground hedge cutting – next steps.
- Trees in churchyard.

16. Date and time of the next meeting is 10th November at 07:00 pm.

17. The meeting closed at 09:30

Signed by Chair
S Hewitt



Date:

Appendix A

Chairman's report to Pulham Market Parish Council 13th October 2025 Since the last meeting:

12th September: Pulham Primary School had another afternoon visit to the playing field with about 60 of the pupils. Mrs Harriet Beckett the head teacher tells me that the school have secured a grant of £2,500 from the Geoffrey Watling Trust towards replacing some of their own play equipment.

13th September: The parish council had an information stand on the Green during the afternoon of the Carnival. Thanks to those of the councillors who were around and to John Bradford, Nicole Calvert & Sarah Veness for all their hard work in organising the event. John Bradford rang me after the event to ask if there was anything in particular the council might think some of their money could go towards.

30th September: Tony and I met with Alex Upton the surveyor working on behalf of UK Power regarding putting power lines at the playing field underground. (See agenda item 12)

30th September: Tony and I met with Gary Overland, NCC Highways Engineer to discuss village gateways & other matters. (see agenda item 4)

10th October: Steve Algar replaced wiring on the Green for the Christmas Tree.

I have asked Roger Manly to replace the 2 wooden posts on the Green.

Steve Hewitt

13th October 2025



**Cllr Delme Thompson: Parish Update October 2025 – Pulham Market.
Horticultural Society Show**

Congratulations to all involved in last Friday's event. A resounding success and it was pleasing to see so many wonderful entries!

Local Government Reorganisation (LGR) in Norfolk | Broadland and South Norfolk

On 24 September, South Norfolk Councillors voted almost unanimously to put forward the proposal for a A Two Unitary Norfolk.pdf to Central Government, ahead of the deadline of Friday 26 September.

While my personal view is that the entire LGR project is completely unnecessary in the grand scheme of things, I wholeheartedly support the 2 Unitary approach rather than 1 – which would be far too removed from local communities, and 3 – which would risk duplication, increased admin wastage and lack of clarity. Projections of set up cost and savings also place the 2 options as the 'middle ground' - but much is still to be clarified on both sides there.

The government is due to respond to the proposal submission in March 2026.

Town and Parish Forum

I have not yet received the recording link for the meeting held on 7 October, but would remind councillors that the next forum is the face-to-face at the Horizon Business Centre on 12 Nov from 10:00am – 14:00 pm

Winter Pressures Grant Applications are now open on first come first served basis. I wholeheartedly encourage groups to apply as soon as possible. winter-pressures-application-form-1.docx

Please note – while each application is limited to £500, it is perfectly fine for multiple groups within a parish to apply and receive the grant – as long as they coordinate activities to avoid duplication.

CAF

I have been in discussions with SNC Cabinet members, about a second round of CAF funding this fiscal year (likely in early 2026), and for next the budget next year to be increased considerably.

I hope to have a definitive answer for Council in the coming weeks, with any proposal then requiring sign off at the next full council meeting.

lth

Appendix C

County Cllr Martin Wilby – October report.

We were all stunned and shocked by the devastating fire at St John's Church on Wednesday 1st of October, thankfully no was hurt. The Church is at the heart of our community in Harleston and many people and groups used the Church on a daily basis. The archdeacon Steven Betts has said "we would expect to do whatever work is necessary to get it back into the heart of the community" so it will be repaired and restored back for the whole community to use. Thanks goes to the Fire and Rescue Service for getting the fire under control preventing further damage and for carrying out their investigation which said, "We have completed our fire investigation following the incident at St John's Church in Harleston, the fire was found to originated in the kitchen and started accidentally".

Congratulations to all the youngsters that took part in the Summer Reading Challenge, organised by our libraries across the county during their summer holidays. I was pleased to present them with their medals at a ceremony in Harleston Library, it was good to see so many youngsters taking part and enjoying reading. A big thankyou to all the staff at Harleston Library where there is always a very warm welcome for everyone.

Also, a big Congratulations to all of the Students/Children and Staff at Harleston Sancroft Academy on their recent Ofsted Inspection. The school, an all-through Church of England school was rated Good overall, with its early years provision judged Outstanding. The school, based across two sites in Harleston, educates pupils aged three to 16 and has been recognised for its broad and ambitious curriculum, giving our youngsters the best possible start in life.

NCC is inviting residents, schools, businesses and community groups to take part in Norfolk's 1 Million Trees project. Since 2020, thousands of trees and hedges have already been planted, and we need your help to keep growing. Through our subsidised scheme, you can apply for native tree packs (with protection included) at up to 50% off. This year, the council is also offering a limited number of Taller Tree Packs grown at Gressenhall Community Nursery. For more information visit our website www.norfolk.gov.uk A new public woodland with 40,000 trees is being created by NCC on 40 acres of farmland owned by the council at Wiggenhall St Germans, using a grant from England Woodland Creation Offer – a scheme managed by the Forestry Commission.

NCC and First Bus have joined forces to bring an additional 24 brand new electric double-decker buses to Norfolk as well as supporting infrastructure at two key bus depots. Adding to the current fleet of 76 buses already operating, this is another major step forward in the county's journey toward greener public transport. The £13.8 million investment - £8.9million of which is funded by First Bus and the remainder supported by Norfolk's Bus Service Improvement Plan Grant – will see the new buses operating by Autumn 2026.

Best Wishes

Martin

Appendix D

Appendix E

**Pulham Market Parish Council
Bank Reconciliation @ 30/09/2025**

Pulham Market Parish Council

Financial Year Ending

31st March 2026

Prepared by Wendy Alcock, Clerk and RFO

30/09/2025

Balance per bank statement as at

30/09/2025

Current Account

£ 25,232.75

Instant Access Account

£ 60,560.20

TOTAL

£ 85,792.95

Plus unpresented receipts

£ -

Less unpresented payments

PKF Littlejohn - external audit

£ 252.00

Net Balances @

30/09/2025

£ 85,540.95

Balance as per R & P Book

Opening Balance 1st April 2025

£ 65,593.26

Receipts

£ 41,433.27

Payments

£ 21,485.58

Closing Balance per R&P Book

£ 85,540.95

General Reserve @

30/09/2025

£ 85,540.95

Balances on Earmarked reserves

General reserves inc legal costs for PMMH registration

£ 12,000.00

Tree Works

£ 3,500.00

Playing Field

£ 7,651.53

Car Park restoration

£ 6,750.00

Pulham Market Memorial Hall

£ 12,000.00

Fund held for community projects

£ 170.65

SSE unmetered uninvoices electricity for street lights

£ 289.24

Predicted committed budget to 31/3/2025

£ 16,799.54

Total Earmarked Reserves @

30/09/2025

£ 59,161.42

Net General Reserve @

30/09/2025

£ 26,379.53

NB: General Reserve should be 50-100% of the annual precept.

A-H.

Appendix E

Appendix E

Payments

Ref	Date	Payee	Suppliers VAT Number	Description	Payment	Gross	Net	VAT
057	23.9.25	PMMH		July 11th and 14th Sept 8th Hall hire		52.50	52.50	-
058	08.09.25	SSE	553769603	Street lighting electricity - Aug 25		52.43	49.93	2.50
059	04.09.25	WAVE		Water rates at Pavillion		21.96	21.96	-
060	17.09.25	Valda Energy	322869389	Electricity to Pavillion - Sept		13.60	12.95	0.65
060a	30.09.25	Unity bank		Service Charge		6.00	6.00	-
061	14.10.25	W Alcock		Clerks Wages P7		587.40	587.40	-
062	14.10.25	W Alcock		Clerks expenses Printing, Home Allowance, Mileage		35.01	35.01	-
	14.10.25	W Alcock	100126296	Clerks expenses - phone		5.00	4.17	0.83
063	14.10.25	HMRC		PAYE/NIC - P7		194.41	194.41	-
064	02.10.25	J E Outdoor Services		Grounds maintenance to burial ground		1,900.00	1,900.00	-
065	07.10.25	J E Outdoor Services		Grounds maintenance to burial ground		725.00	725.00	-
066	08.10.25	J E Outdoor Services		Grounds maintenance to burial ground		300.00	300.00	-
067	10.10.25	S Algar		Electric works for Christmas Tree		140.00	140.00	-